

WACONIA CITY COUNCIL MEETING AGENDA



Tuesday, January 17, 2023
6:00 PM

VISION STATEMENT

A thriving, connected community with deep roots: a great place to live for a lifetime.

MISSION STATEMENT

A city that leads, serves, and governs to enhance the quality of life for all community members.

MAYOR: NICOLE WALDRON
COUNCIL MEMBER : RANDY SORENSEN
COUNCIL MEMBER: STEVE YETZER
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS

NOTE: TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE BE PRESENT AT 6:00 P.M.

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the City Administrator at 952-442-3100 or sfineran@waconia.org to make certain that you are called upon during the meeting.

1. CALL MEETING TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE
5. ADOPT CONSENT AGENDA

The items listed on the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff, or Citizen so requests; in which case, the item will be removed from the Consent Agenda and considered at the end of the Regular Agenda.

- 1) [January 3, 2023 Regular City Council Meeting Minutes](#)
Approve January 3, 2023 Regular City Council Meeting Minutes
- 2) [January 17, 2023 Expenditures](#)
Payment of January 17, 2023 Expenditures
- 3) [Lodging Tax Fund Request - Waconia CVB](#)
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred September - December 2022.
- 4) [Contractor Pay Request #2 - New Fire Station](#)
Motion to Approve Contractor Payment Request for the New Fire Station Project
- 5) [Contractor Pay Request #3 - New Fire Station](#)

- Motion to Approve Contractor Payment Request for the New Fire Station Project
- 6) [Contractor Pay Request #4 - New Fire Station](#)
Motion to Approve Contractor Payment Request for the New Fire Station Project
- 7) [Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred December 2022](#)
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in December 2022
- 8) [Rink Management Services Corporation Safari Island Community Center Expenditures Incurred December 2022](#)
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in December 2022
- 9) [Donation Acceptance - Cash Donation for Operations of the Fire Department](#)
Adopt Resolution 2023-19, Accepting Cash Donations for Operations of the Fire Department
- 10) [Woodland Creek 5th Addition Preliminary Plat and PUD Amendment](#)
Adopt Resolution 2023-20 approving the Preliminary Plat and PUD Amendment titled Woodland Creek 5th Addition, which proposes the development of the property located at PID# 750250300 into 30 single family parcels.
- 11) [Prepare MnDNR Grant For Trail Improvements](#)
Adopt Resolution 2023-21; Authorizing City Staff to Prepare and Submit a Minnesota Department of Natural Resources, MnDNR Grant for the Local Trail Program Specific to 2024 Capital Improvement Project 129-D, Trail, Sterling Hills to Waconia Parkway North/Hilks Lake

6. COUNCIL BUSINESS

- 1) [Winter Parking Towing Charge](#)
Adopt Resolution 2023-17, Authorizing Staff to Complete Collection or Alterations to Winter Parking Violations of Towing and Storage Fees
- 2) [Resident Appeal to City Ordinance 410 - General Water System Provisions/City Ordinance 1100 - Fees](#)
Adopt Resolution 2023-22, Authorizing Staff to Complete Utility Bill Account Adjustment for 1988 Fountain Lane
- 3) [Ordinance 756, Amending Chapter 630 of municipal code](#)
Adopt Ordinance 756, Amending Chapter 630 of municipal code and summary publication.
- 4) [Job Descriptions and Recruitment Authorization for Utility and Street Maintenance Lead Positions](#)
Motion adopting job description and authorizing recruitment for the Utility and Street Maintenance Lead positions.

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

- 1) Councilmember Sorensen
- 2) Councilmember Yetzer
- 3) Councilmember Gleason
- 4) Councilmember Grengs
- 5) Mayor Waldron

10. ANNOUNCEMENTS

11. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Strategic Plan Review

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Park Board - January 19th, 6:30 p.m.

Planning Commission - February 2nd, 6:30 p.m.

City Council - February 6th, 6:30 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		January 3, 2023 Regular City Council Meeting Minutes					
Originating Department:		Administration					
Presented by:		Ann Meyerhoff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve January 3, 2023 Regular City Council Meeting Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments: 1. Minutes 1-3-2023.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
January 3, 2023

1) [CALL MEETING TO ORDER AND ROLL CALL](#)

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Waldron at 6:00 p.m. The following members were present: Nicole Waldron, Randy Sorensen, Steve Yetzer, Nick Gleason, Jeff Grengs

Staff Present: Shane Fineran, Jackie Schulze, Craig Eldred, Lane Braaten, Ann Meyerhoff, Justin Sorensen, Amanda Ortloff, Mike Melchert.

2) [PLEDGE OF ALLEGIANCE](#)

3) [OATH OF OFFICE](#)

Mike Melchert swore in new Council members, Nick Gleason and Jeff Grengs, as well as new Mayor, Nicole Waldron.

4) [ADOPT AGENDA](#)

Shane Fineran asked to pull item 7.1 Winter Parking Towing Charge. He indicated that the residents that are disputing the charges did not want to attend the meeting due to the weather and would like to push it to the January 17th Council Meeting.

Motion by Sorensen, seconded by Grengs 4) ADOPT AGENDA
MOTION carried

5) [VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE](#)

6) [ADOPT CONSENT AGENDA](#)

6.1 December 19, 2022 Regular City Council Meeting Minutes

[Cover Page](#)

[Minutes 12-19-2022.pdf](#)

6.2 January 3, 2023 Expenditures

[Cover Page](#)

[Council List-Expenditures 01.03.2023.pdf](#)

6.3 Appointing Acting Mayor

[Cover Page](#)

[2301 res acting mayor.doc](#)

6.4 Appoint Council Representative to Advisory Boards

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6.5 Council Liaison Appointments

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6.6 Council Committee Appointments

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6.7 Appoint Bond Counsel

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6.8 Appointment of City Attorney

[Cover Page](#)

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[MHS Engagement Letter](#)

6.9 Designate Official Newspaper

[Cover Page](#)

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6.10 Appointment of Consulting Engineer

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6.11 Appoint City Insurance Agent

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6.12 Appoint Fiscal Advisor

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6.13 Designate Official Depositories

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6.14 License Renewals

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[List of Licenses 2023.doc](#)

[2023_general_corporate_licenses.doc](#)

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6.15 Authorize City Staff to Obtain Pricing

[Cover Page](#)

[2314res_Obtain_Mobile_and_Fixed_Equipment_Pricing_Resolution.doc](#)

6.16 Hiring of Probationary Firefighter

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6.17 Investment Portfolio Diversification Due to Unspent Bond Proceeds - Fiscal Year
End 2022

[Cover Page](#)

[2316Res_-_Investment_Diversification_Year_End_2022.doc](#)

Motion by Yetzer, seconded by Sorensen 6) ADOPT CONSENT AGENDA
MOTION carried

7) COUNCIL BUSINESS

7.1 Winter Parking Towing Charge

[Cover Page](#)

[2317res_Towing.doc](#)

Item was pulled until January 17,2023 City Council Meeting.

7.2 Classification and Compensation Study

[Cover Page](#)

[2318res_Class_Comp.doc](#)

[2022 Proposal - Class & Compensation.pdf](#)

Jackie Schulze stated that a strategic priority of the City of Waconia is a stable, capable workforce. This includes hiring staff with necessary qualifications to do each job, and making sure our employees are paid relative to the public sector market so we are able to retain high quality employees. Each year, the City looks internally at our jobs and conducts a salary study using the league of Minnesota Cities salary survey. The City's job descriptions are updated only when vacancies in positions occur.

It is a human resources best practice to conduct a classification and compensation study with an outside consultant every five to seven years. To our knowledge, The City of Waconia had never completed a study of this sort. A formal class and compensation study has four main objectives, which tie in well with the City's strategic priority:

- Ensure compensation and benefits are competitive to hire, retain, and motivate qualified employees
- Satisfy MN Pay Equity requirements
- Positive and Transparent by being open and fair to employees and managers
- Customized by establishing a pay policy based on our organization

Through this study, all of the City's job descriptions will be revised based on feedback from employees and supervisors, in addition to the City's compensation structure.

The study was included in the 2023 general fund administration budget due to the League of Minnesota Cities Salary Survey being unavailable for 2023 and the future status of the survey unknown.

Motion by Yetzer, seconded by Gleason Approve Resolution 2023-18 Authorizing Classification and Compensation Study

MOTION carried

8) ITEMS REMOVED FROM CONSENT AGENDA

9) STAFF REPORTS

Fineran stated that Council received an email over the weekend from a resident with a request for speed limit changes in Waconia. Craig Eldred provided information on the process that the City has follow in order to make changes and touched on studies that have already been done.

10) BOARD REPORTS

11) ANNOUNCEMENTS

Winter Parking Reminder.

12) ADJOURN REGULAR MEETING

Motion by Sorensen, seconded by Grengs 12) ADJOURN REGULAR MEETING at 6:25 p.m.

MOTION carried

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		January 17, 2023 Expenditures					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Payment of January 17, 2023 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
<u>Attachments:</u> 1. Council List-Expenditures 01.17.2023.pdf 2. Council List-Expenditures 01.17.2023_Other-Electronic.pdf 3. Council List-Expenditures 01.17.2023_Purchasing Card.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
Council List-Expenditures
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
A.M.E. CONSTRUCTION CORPORATION	Fire Station Project	\$2,660.00	PIR Fund
AMERICAN ENGINEERING TESTING, INC.	EFR Parking Lot Engineering	\$3,848.75	PIR Fund
BEN'S STRUCTURAL FABRICATION, INC	Fire Station Project	\$2,685.65	PIR Fund
BKV GROUP	Fire Station Project-Architect	\$17,866.40	PIR Fund
BOLTON & MENK, INC	2022 Improvement Project	\$2,014.72	PIR Fund
BOLTON & MENK, INC	2022 Improvement Project	\$503.68	Water Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	\$314.80	Sewer Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	\$314.80	Storm Water Fund
BOLTON & MENK, INC	2023 Infrastructure Project	\$3,352.50	PIR Fund
BOLTON & MENK, INC	2023 Infrastructure Project	\$1,117.50	Storm Water Fund
BOLTON & MENK, INC	2023 Pond Cleanings	\$14,707.00	Storm Water Fund
BOLTON & MENK, INC	Apartments - 233 Olive St S	\$582.00	PIR Fund
BOLTON & MENK, INC	CSAH 10 & Waconia Pkwy N	\$575.10	PIR Fund
BOLTON & MENK, INC	CSAH 10 & Waconia Pkwy N	\$63.90	Storm Water Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$19,250.25	PIR Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$5,775.08	Water Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$5,775.07	Sewer Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$7,700.10	Storm Water Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$757.62	PIR Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$109.80	Water Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$43.92	Sewer Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$186.66	Storm Water Fund
BOLTON & MENK, INC	East Frontage Road Parking Lot	\$74.00	PIR Fund
BOLTON & MENK, INC	Fields of Waconia Development	\$235.00	PIR Fund
BOLTON & MENK, INC	Highway 5 Phase II Improvement	\$24,255.00	Streets
BOLTON & MENK, INC	L-52 Lift Station Upgrade	\$751.00	Sewer Utility Fund
BOLTON & MENK, INC	Laketown Storage	\$97.00	PIR Fund
BOLTON & MENK, INC	Met Council I & I Surcharge	\$97.00	Sewer Utility Fund
BOLTON & MENK, INC	Miscellaneous Engineering	\$90.00	Administration
BOLTON & MENK, INC	Miscellaneous Engineering	\$774.00	Streets
BOLTON & MENK, INC	Miscellaneous Engineering	\$302.00	Storm Water Fund
BOLTON & MENK, INC	Municipal State Aid System	\$1,821.00	Streets
BOLTON & MENK, INC	Orchard Park Development	\$1,665.00	PIR Fund
BOLTON & MENK, INC	Siegle Property Development	\$1,630.00	PIR Fund
BOLTON & MENK, INC	Sparrow Road Kwik Trip	\$414.00	PIR Fund
BOLTON & MENK, INC	Stormwater Funding	\$1,515.00	Storm Water Fund

CITY OF WACONIA
Council List-Expenditures
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
BOLTON & MENK, INC	Tidal Wave Auto Spa	\$485.00	PIR Fund
BOLTON & MENK, INC	TMC Industries	\$1,675.00	PIR Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	\$2,191.20	PIR Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	\$383.46	Water Utility Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	\$164.34	Storm Water Fund
BOLTON & MENK, INC	Waterford Park	\$276.00	PIR Fund
BOLTON & MENK, INC	Waterford Park	\$1,705.60	Storm Water Fund
BOYD'S OIL DISTRIBUTING	PW Shop Oil	\$593.53	Streets
CADY BUILDING MAINTENANCE, INC.	Facility Cleaning 01.2023	\$3,672.50	Central Facilities
CARVER COUNTY	Fiber Lateral Annual Maint	\$261.76	Technology
CARVER COUNTY	Fines/Prosecution Qtr 4/2022	\$3,301.36	Administration
CARVER COUNTY	Fines/Prosecution Qtr 4/2022	\$4,648.16	Law Enforcement
CARVER COUNTY	Internet Services 01.2023	\$30.00	Bill Back Receivable
CARVER COUNTY	Internet Services 01.2023	-\$500.00	Technology
CARVER COUNTY	Internet Services 01.2023	\$204.25	Central Facilities
CARVER COUNTY	Internet Services 01.2023	\$110.25	Safari Island Fund
CARVER COUNTY	Internet Services 01.2023	\$23.50	Water Utility Fund
CARVER COUNTY	Internet Services 01.2023	\$23.50	Sewer Utility Fund
CARVER COUNTY	Internet Services 01.2023	\$75.00	Storm Water Fund
CARVER COUNTY	Internet Services 01.2023	\$98.50	Ice Arena
CENTRAL ROOFING COMPANY	Fire Station Project	\$2,850.00	PIR Fund
CITY OF BLOOMINGTON	Water Testing 12.2022	\$154.00	Water Utility Fund
EBERT INC.	Fire Station Project	\$28,006.00	PIR Fund
EHLERS & ASSOCIATES, INC.	2014A Bond Admin Fee	\$118.75	2014A GO BOND
EHLERS & ASSOCIATES, INC.	2014A Bond Admin Fee	\$118.75	Water Utility Fund
EHLERS & ASSOCIATES, INC.	2014A Bond Admin Fee	\$118.75	Sewer Utility Fund
EHLERS & ASSOCIATES, INC.	2014A Bond Admin Fee	\$118.75	Storm Water Fund
EHLERS & ASSOCIATES, INC.	2015A Bond Admin Fee	\$118.75	2015A GO BOND
EHLERS & ASSOCIATES, INC.	2015A Bond Admin Fee	\$118.75	Water Utility Fund
EHLERS & ASSOCIATES, INC.	2015A Bond Admin Fee	\$118.75	Sewer Utility Fund
EHLERS & ASSOCIATES, INC.	2015A Bond Admin Fee	\$118.75	Storm Water Fund
EHLERS & ASSOCIATES, INC.	2015C Bond Admin Fee	\$475.00	2015C GO BOND
EHLERS & ASSOCIATES, INC.	2016A Bond Admin Fee	\$475.00	2016A GO BOND
ELECTRICAL PRODUCTION SERVICES	Fire Station Project	\$8,906.25	PIR Fund
EVOQUA WATER TECHNOLOGIES LLC	Bioxide Storage Lease 12.2022	\$2,052.00	Sewer Utility Fund
FLEXIBLE PIPE TOOL COMPANY	Pipe Tech Software Support '23	\$1,175.00	Sewer Utility Fund

CITY OF WACONIA
Council List-Expenditures
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
FORD METRO, INC	Fire Station Project	\$4,360.50	PIR Fund
GOPHER STATE ONE-CALL	Utility Locate Tickets 12.2022	\$50.63	Water Utility Fund
GOPHER STATE ONE-CALL	Utility Locate Tickets 12.2022	\$50.62	Sewer Utility Fund
HAUGO GEOTECHNICAL SERVICES, LLC	L-52 Lift Station Upgrade	\$794.00	Sewer Utility Fund
HENNING EXCAVATING LLC	Curb Stop Repair	\$5,261.00	Water Utility Fund
HENNING EXCAVATING LLC	Cutting out Valves on Sparrow	\$4,445.00	Water Utility Fund
HENNING EXCAVATING LLC	East Frontage Rd Improvements	\$37,800.00	PIR Fund
HENNING EXCAVATING LLC	Opening & Capping Storm Sewer	\$2,500.00	Storm Water Fund
HENNING EXCAVATING LLC	Relocating Fire Hydrant	\$4,950.00	Water Utility Fund
HENNING EXCAVATING LLC	Removing Tree from Ditch	\$600.00	Streets
HENNING EXCAVATING LLC	Replacing Valve Point Drive	\$4,625.00	Water Utility Fund
HENNING EXCAVATING LLC	Snow Hauling	\$10,170.00	Streets
HENNING EXCAVATING LLC	Water Service Repair	\$5,035.00	Water Utility Fund
HENNING EXCAVATING LLC	Waterline Repair; Beach Rd	\$4,485.00	Water Utility Fund
HENNING EXCAVATING LLC	Watermain Leak Repair	\$5,430.00	Water Utility Fund
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 01.04	\$89.96	Streets
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 01.04	\$89.29	Parks
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 01.04	\$57.43	Water Utility Fund
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 01.04	\$57.43	Sewer Utility Fund
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 01.04	\$79.70	Storm Water Fund
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 01.04	\$2.79	Street Light Utility Fund
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 12.28	\$114.49	Streets
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 12.28	\$113.82	Parks
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 12.28	\$72.77	Water Utility Fund
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 12.28	\$72.77	Sewer Utility Fund
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 12.28	\$101.17	Storm Water Fund
HUEBSCH LAUNDRY CO	PW Uniforms/Mats/Towels 12.28	\$3.82	Street Light Utility Fund
KCI CONSERVATION	Civil War Memorial Restoration	\$20,100.00	PIR Fund
LOCAL GOVERNMENT INFORMATION SYSTEMS	GIS Tax Table Update Project	\$2,080.00	Technology
LOCKRIDGE GRINDAL NAUEN P.L.L.P.	Legislative Contract Service	\$3,333.33	PIR Fund
LUBE-TECH & PARTNERS, LLC	Shop Exhaust Fluid	\$1,293.97	Streets
MARCO TECHNOLOGIES, LLC	Azure Subscript 11.16-12.15.22	\$38.64	Technology
MARCO TECHNOLOGIES, LLC	Azure Subscript.11.16-12.15.22	\$42.22	Technology
MARCO TECHNOLOGIES, LLC	Ice Arena Switch Repair	\$638.00	Technology
MARTIN-MCALLISTER CONSULTING PSYC INC	Health Assessment; Thayer	\$600.00	Fire
METRO AREA MANAGEMENT ASSOCIATION	2023 Membership Dues; Fineran	\$45.00	Administration

CITY OF WACONIA
Council List-Expenditures
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
METRO CITIES	2023 Annual Membership	\$5,062.00	Administration
METRO WEST INSPECTION SERVICES	Building Inspections 12.2022	\$2,233.80	Building Inspections
METRO WEST INSPECTION SERVICES	Building Inspections 12.2022	\$23,417.66	Building Inspections
METRO WEST INSPECTION SERVICES	Expired Permits 12.2022	\$138.51	Building Inspections
METRO WEST INSPECTION SERVICES	Expired Permits 12.2022	\$1,049.31	Building Inspections
METROPOLITAN COUNCIL	SAC Report 12.2022	\$63,963.90	Sewer Utility Fund
METROPOLITAN COUNCIL	Sewer Flow Charges 02.2023	\$90,370.33	Sewer Utility Fund
NORDIC MECHANICAL SERVICES	CH HVAC Contract Q4 2022	\$1,375.00	Central Facilities
NOVEL SOLAR THREE LLC	Solar Electric 11.2022	\$2,210.12	Central Facilities
NOVEL SOLAR THREE LLC	Solar Electric 11.2022	\$3,544.00	Water Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 11.2022	\$1,705.45	Sewer Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 11.2022	\$393.14	Storm Water Fund
NOVEL SOLAR THREE LLC	Solar Electric 11.2022	\$220.30	Street Light Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 11.2022	\$4,573.96	Ice Arena
NRG PLUMBING LLC	CH Toilet Repair	\$575.00	Central Facilities
PETERSON COMPANIES, INC	Fire Station Project	\$743.85	PIR Fund
RIDGEVIEW MEDICAL CENTER	IA EE Badges	\$50.00	Ice Arena
RTL CONSTRUCTION, INC	Fire Station Project	\$7,125.00	PIR Fund
SUMMIT COMPANIES	Fire Station Project	\$9,405.00	PIR Fund
SUPER SET TILE & STONE	Fire Station Project	\$4,085.00	PIR Fund
WACONIA CONVENTION & VISITORS BUREAU	Lodging Fund Request 12.29.22	\$4,184.48	Lodging Tax
WATER CONSERVATION SERVICE, INC.	Leak Locates 12.2022	\$550.00	Water Utility Fund
WATEREUSE ASSOCIATION	2023 Annual Membership Dues	\$1,000.00	Storm Water Fund
WELLS CONCRETE	Fire Station Project	\$31,008.48	PIR Fund
WSB	Small Area Plan Services	\$1,151.25	Planning
Grand Total		\$568,110.35	

The above bills have been approved for payment at the regular City Council Meeting on January 17, 2023.

Authorized and ordered for payment:

Mayor

City Administrator

CITY OF WACONIA
Council List-Other/Electronic
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
CARVER COUNTY	2023 Prepaid Assessment Pymts	\$42.75	2016A GO Bond
CARVER COUNTY	2023 Prepaid Assessment Pymts	\$6,083.84	2022A GO Bond
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 10.2022	\$2,369.09	Central Facilities
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 10.2022	\$1,299.63	Water Utility Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 10.2022	\$146.62	Sewer Utility Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 10.2022	\$31.95	Storm Water Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 10.2022	\$31.95	Street Light Utility Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 10.2022	\$2,087.42	Ice Arena
COLONY PLAZA	Towing Citations Nov & Dec	\$4,480.00	Streets
EFTPS	Federal Taxes - Fire/CC 11/22	\$2,825.51	Personnel Liabilities
EFTPS	Federal Taxes - Pay 25-2022	\$28,323.07	Personnel Liabilities
EFTPS	Federal Taxes - Pay 26-2022	\$38,171.27	Personnel Liabilities
INVOICE CLOUD, INC.	CC Transaction Fees 11.2022	\$2,025.35	Finance
KANSAS STATE BANK OF MANHATTAN	Exercise Equip Lease 12.2022	\$2,310.00	Safari Island Fund
MARCO TECHNOLOGIES, LLC	CH Printer Lease 12.21-1.21.23	\$748.39	Central Facilities
MARCO TECHNOLOGIES, LLC	FS/PW/SI Printer Use 01.2023	\$843.29	Central Facilities
MARCO TECHNOLOGIES, LLC	FS/PW/SI Printer Use 01.2023	\$533.15	Safari Island Fund
MARCO TECHNOLOGIES, LLC	PW Printer Lease 01.2023	\$70.68	Water Utility Fund
MARCO TECHNOLOGIES, LLC	PW Printer Lease 01.2023	\$70.69	Sewer Utility Fund
METRO FIBERNET LLC	Phone Services 12.2022	\$22.79	Bill Back Receivable
METRO FIBERNET LLC	Phone Services 12.2022	\$492.78	Central Facilities
METRO FIBERNET LLC	Phone Services 12.2022	\$137.36	Safari Island Fund
METRO FIBERNET LLC	Phone Services 12.2022	\$110.12	Water Utility Fund
METRO FIBERNET LLC	Phone Services 12.2022	\$31.05	Sewer Utility Fund
METRO FIBERNET LLC	Phone Services 12.2022	\$41.39	Storm Water Fund
METRO FIBERNET LLC	Phone Services 12.2022	\$108.84	Ice Arena
MINNESOTA DEPARTMENT OF REVENUE	Sales Tax Liability 11.2022	-\$0.44	Sales Tax Liability
MINNESOTA DEPARTMENT OF REVENUE	State Taxes - Fire/CC 11/2022	\$166.54	Personnel Liabilities
MINNESOTA DEPARTMENT OF REVENUE	State Taxes - Pay 25-2022	\$5,234.91	Personnel Liabilities
MINNESOTA DEPARTMENT OF REVENUE	State Taxes - Pay 26-2022	\$7,200.65	Personnel Liabilities
MINNESOTA DEPARTMENT OF REVENUE	Sales Tax Liability 11.2022	\$256.74	Safari Island Fund
MINNESOTA DEPARTMENT OF REVENUE	Sales Tax Liability 11.2022	\$1,474.70	Water Utility Fund
MONEY MOVERS	SI Insurance Reimb 11.2022	\$16.00	Safari Island Fund
NATIONWIDE RETIREMENT SOLUTIONS	EE Retirement - Pay 25-2022	\$1,970.00	Personnel Liabilities
NATIONWIDE RETIREMENT SOLUTIONS	EE Retirement - Pay 26-2022	\$1,970.00	Personnel Liabilities
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 10.2022	\$33.56	Community Safety
NORTHERN STATES POWER COMPANY, MINNESOTA	10525 10th St Electric 10.2022	\$29.73	Central Facilities

CITY OF WACONIA
Council List-Other/Electronic
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 10.2022	-\$1,282.03	Central Facilities
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 10.2022	\$5,178.03	Water Utility Fund
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 10.2022	-\$2,041.36	Sewer Utility Fund
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 10.2022	\$215.04	Storm Water Fund
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 10.2022	\$13,237.67	Street Light Utility Fund
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 10.2022	\$2,168.33	Ice Arena
OLD NATIONAL BANK	EE HSA Liability - Pay 25-2022	\$3,779.07	Personnel Liabilities
OLD NATIONAL BANK	EE HSA Liability - Pay 26-2022	\$3,746.83	Personnel Liabilities
OLD NATIONAL BANK	ER HSA Liability - Pay 25-2022	\$2,369.36	Personnel Liabilities
OLD NATIONAL BANK	ER HSA Liability - Pay 26-2022	\$2,369.36	Personnel Liabilities
PERA	EE/ER Retirement - Pay 25-2022	\$17,389.23	Personnel Liabilities
PERA	EE/ER Retirement - Pay 26-2022	\$21,510.03	Personnel Liabilities
RINK MANAGEMENT SERVICES CORPORATION	SI CC Reimb 12.01.22 -12.19.22	\$55,404.29	Safari Island Fund
RINK MANAGEMENT SERVICES CORPORATION	CC Reimbursement 11.20-11.30	\$1,487.06	Ice Arena
RINK MANAGEMENT SERVICES CORPORATION	CC Reimbursement 12.01-12.19	\$2,485.13	Ice Arena
STANDARD PRINTING -N- MAILING	UB/Mailing Processing 12.2022	\$1,059.31	Water Utility Fund
STANDARD PRINTING -N- MAILING	UB/Mailing Processing 12.2022	\$1,059.30	Sewer Utility Fund
Grand Total		\$241,926.02	

The above bills have been approved for payment at the regular City Council Meeting on January 17, 2023.
Authorized and ordered for payment:

Mayor

City Administrator

CITY OF WACONIA
Council List-Purchasing Card
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
ABM EQUIPMENT, LLC	#39 Broom Strap & Buckle	\$50.66	Street Light Utility Fund
ACTIVE NETWORK. LLC	Connect App 01.2022	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 02.2022	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 03.2022	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 04.2022	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 05.2022	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 06.2022	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 07.2021	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 07.2022	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 08.2021	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 08.2022	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 09.2021	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	Connect App 12.2021	\$200.00	Safari Island Fund
ACTIVE NETWORK. LLC	SI Chargeback	\$366.15	Safari Island Fund
ACTIVE NETWORK. LLC	SI Training on 11.2021	\$3,168.00	Safari Island Fund
ACTIVE NETWORK. LLC	SI Training on 11.2021	\$1,632.00	Ice Arena
AMAZON.COM	Crimping Tool	\$32.79	Sewer Utility Fund
AMAZON.COM	Dewalt LED Work Light	\$85.35	Streets
AMAZON.COM	Metal Rim Clamp Return	-\$124.98	Streets
AMERICAN MAILING MACHINES	Postage Machine Lease 11.10-02.09.23	\$150.00	Administration
ASSURITY LIFE INSURANCE COMPANY	Premiums 11.2022	\$662.64	Personnel Liabilities
AUTOZONE	Snow Scrapers for Plowing	\$107.32	Streets
BIFFS, INC.	Portable Sanitation 11.2022	\$912.85	Parks
CAR-CO AUTO PARTS CO.	#1016 Stud Return	-\$29.00	Fire
CAR-CO AUTO PARTS CO.	#1025 Rotors & Pads	\$297.82	Fire
CAR-CO AUTO PARTS CO.	#1025, 50, 1016 Airstut, Stud	\$541.95	Fire
CAR-CO AUTO PARTS CO.	#134 Cabin Filters	\$53.60	Sewer Utility Fund
CAR-CO AUTO PARTS CO.	#172, 179, 173, 35 Filters	\$488.63	Sewer Utility Fund
CAR-CO AUTO PARTS CO.	#52, 2047, 180 Switch & Filter	\$54.41	Streets
CAR-CO AUTO PARTS CO.	#58 Part & Shop Clamp Set	\$19.16	Streets
CAR-CO AUTO PARTS CO.	Mix Fuel & 4 Cycle Fuel	\$207.92	Fire
CAR-CO AUTO PARTS CO.	Silverstar Ultra Part	\$52.99	Fire
CARQUEST AUTO PARTS	#600 Repair Supplies	\$238.97	Streets
CINTAS CORPORATION NO. 2	CH First Aid Supplies 10.2022	\$26.47	Central Facilities
CINTAS CORPORATION NO. 2	PW First Aid Supplies 10.2022	\$29.25	Central Facilities
CORE & MAIN	East Frontage Rd Hydrant Relocate	\$2,207.82	Water Utility Fund
CRYSTEEL TRUCK EQUIPMENT INC	#60, 56, 58 Pushframe Repairs	\$2,163.85	Streets
ECM PUBLISHERS INC	CH Patriot Subscription	\$71.55	Administration
ECM PUBLISHERS INC	Publishing 10.2022	\$91.00	Administration

CITY OF WACONIA
Council List-Purchasing Card
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
EMERGENCY AUTOMOTIVE TECH INC	Clear Lens Light Return	-\$24.36	Fire
EMERGENCY AUTOMOTIVE TECH INC	New Tanker Project	\$610.00	Capital Equipment Fund
EMERGENCY AUTOMOTIVE TECH INC	Tanker 11 Radio Installation	\$53.88	Capital Equipment Fund
EROSION PRODUCTS LLC	Drainage Basin Kit & Straw Blanket	\$437.10	Storm Water Fund
EROSION PRODUCTS LLC	Parkway South; Blvd Wood Blend	\$2,304.00	PIR Fund
EVERSON HARDWARE HANK	#40 Nipple	\$8.99	Streets
EVERSON HARDWARE HANK	#8020 Nipple & Adapters	\$12.37	Streets
EVERSON HARDWARE HANK	9Amp & 6V Batteries	\$76.97	Fire
EVERSON HARDWARE HANK	Chemical Line Fitting	\$3.24	Water Utility Fund
EVERSON HARDWARE HANK	Christmas Lights	\$17.96	Street Light Utility Fund
EVERSON HARDWARE HANK	Diesel Fuel Tank	\$19.98	Streets
EVERSON HARDWARE HANK	Holiday Lights Cords & Outlet	\$88.33	Street Light Utility Fund
EVERSON HARDWARE HANK	Shovels	\$109.98	Fire
EVERSON HARDWARE HANK	Sidewalk Salt	\$38.94	Fire
FASTENAL INDUSTRIAL & CONST	#2047 Plow Parts	\$240.54	Streets
FASTENAL INDUSTRIAL & CONST	Drill Bit Adapter	\$42.27	Sewer Utility Fund
FASTENAL INDUSTRIAL & CONST	Safety Vending Equip 10.2022	\$119.05	Parks
FASTENAL INDUSTRIAL & CONST	Tufnut Tamproof	\$345.73	Streets
FASTENAL INDUSTRIAL & CONST	Wire Plier, Mount Pad, & Bit	\$159.44	Fire
FRANKLIN PRINTING	Notary Stamp	\$46.15	Administration
FRANKLIN PRINTING	Towing Citation Printing	\$314.54	Streets
GRAINGER, INC.	Crimping Pliers	\$64.81	Water Utility Fund
GRAINGER, INC.	Refund - EE P-Card Error	-\$22.00	General Fund
H & L MESABI	Loader Plow Rubber Blades	\$1,276.00	Streets
HEIMAN INC	Halligan Tool & Axes	\$324.19	Fire
HOLIDAY GAS STATION	Command Vehicle Washing 11.202	\$5.50	Fire
HOLIDAY GAS STATION	Propane	\$51.11	Parks
INTERNATIONAL CODE COUNCIL	2023 Membership Dues; Stein	\$145.00	Planning
INTERSTATE BATTERY SYSTEMS	#4015 Battery	\$113.95	Central Facilities
INTERSTATE BATTERY SYSTEMS	#55 Batteries	\$295.88	Parks
JAMIE JOOS PHOTOGRAPHY	2023 Council Photography	\$320.61	Administration
JAMIE JOOS PHOTOGRAPHY	Fire Department Pictures	\$1,230.00	Fire
LANO EQUIPMENT OF LANO	Bobcat Repair	\$291.80	Streets
LANO EQUIPMENT, INC.	#179 Glass Slide	\$123.06	Streets
LANO EQUIPMENT, INC.	#180 Arm Tensioner	\$139.37	Streets
LANO EQUIPMENT, INC.	#185 Anchor	\$216.32	Streets
LANO EQUIPMENT, INC.	#2046 Harness	\$105.39	Parks
LANO EQUIPMENT, INC.	Excavator Rental	\$550.00	Streets
LAWSON PRODUCTS INC	Aerosol Degreaser	\$220.66	Sewer Utility Fund

CITY OF WACONIA
Council List-Purchasing Card
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
LAWSON PRODUCTS INC	Brake & Parts Cleaner	\$93.53	Sewer Utility Fund
LAWSON PRODUCTS INC	Drill Bit Set, Cable Ties, Disc	\$1,320.92	Streets
LAWSON PRODUCTS INC	Socket Retainer Kit	\$35.84	Parks
MACKENTHUN'S FINE FOODS	Christmas Tree	\$74.09	Parks
MACQUEEN EQUIPMENT, INC.	#501 Sweeper Panel Repair Part	\$153.09	Storm Water Fund
MACQUEEN EQUIPMENT, INC.	#501 Sweeper Scraper & Dirt	\$296.67	Storm Water Fund
MEDIACOM	SI Cable Box Fees 12.06-01.05.23	\$22.10	Safari Island Fund
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 10.2022	\$5,318.26	Administration
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 10.2022	\$125.55	Fire
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 10.2022	\$1,695.60	PIR Fund
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 10.2022	\$231.33	Water Utility Fund
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 10.2022	\$951.21	Sewer Utility Fund
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 10.2022	\$1,071.85	Ice Arena
MN STATE COLLEGES & UNIVERSITIES	Excel Computer Training	\$294.00	Finance
MN VALLEY ELECTRIC COOP	Electric Service 11.2022	\$124.38	Central Facilities
MN VALLEY ELECTRIC COOP	Electric Service 11.2022	\$432.23	Sewer Utility Fund
MN VALLEY ELECTRIC COOP	Electric Service 11.2022	\$3,168.19	Street Light Utility Fund
MONROE TOWMASTER LLC	Tarp Housing & Tarp	\$1,776.94	Streets
NAPA AUTO PARTS	#9017 Duckbill	\$207.24	Streets
NUSS EQUIPMENT GROUP LLC	#173 Sensor	\$552.84	Streets
NUSS EQUIPMENT GROUP LLC	Injector	\$682.01	Streets
PINE PRODUCTS	Compost Disposal	\$2,275.00	Streets
PRECISE MRM LLC	Vehicle Data Charge 10.2022	\$516.00	Streets
PRECISE MRM LLC	Vehicle Data Charge 11.2022	\$516.00	Water Utility Fund
PRIVATE PRINT STORE	New Mayor & Council Business Cards	\$142.80	Administration
REPUBLIC SERVICES	CH Shredding Service 12.2022	\$34.29	Central Facilities
REVOLUTION FIRE GEAR	SCBA Mask Bags	\$605.59	Fire
ROBERT HAMILTON/HAJOCA CORP	#44 Blades	\$160.83	Sewer Utility Fund
ROYAL TIRE INC	#180 Cap & Casings	\$840.48	Streets
ROYAL TIRE INC	#180 Casing	\$19.00	Streets
ROYAL TIRE INC	#48 Retread Repair	\$1,270.50	Streets
ROYAL TIRE INC	Skid Loader Casing	\$19.00	Streets
SHAKOPEE MDEWAKANTON SIOUX COMMUNITY	EMR Renewal Course	\$1,000.00	Fire
SITE ONE LANDSCAPE SUPPLY	2022 Improvement Project	\$536.72	PIR Fund
STAPLES CONTRACT & COMMERCIAL, INC.	Binder Clips, Calendar	\$51.01	Streets
STAPLES CONTRACT & COMMERCIAL, INC.	Dawn & Hand Soap	\$24.70	Streets
STAPLES CONTRACT & COMMERCIAL, INC.	Notebook & Highlighters	\$36.21	Water Utility Fund
STAPLES CONTRACT & COMMERCIAL, INC.	Trash Bags	\$23.69	Streets
TARGET	Candy Canes for Hunt	\$140.80	Administration

CITY OF WACONIA
Council List-Purchasing Card
Meeting: January 17, 2023

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
TARGET	Christmas Items	\$182.54	Fire
TAYLOR'S TINS	Santa at Station Helmet	\$87.00	Fire
TENNIS POINT	Tennis Net with Straps	\$425.80	Parks
TOLL COMPANY	Industrial Cylinder	\$24.06	Streets
US BANK	Qtr 04-2022 Purchasing Rebate	-\$7,582.20	Finance
USABUEBOOK	Accuvac's for Testing	\$327.90	Water Utility Fund
USABUEBOOK	Calcium & Rust Remover	\$79.75	Water Utility Fund
USABUEBOOK	Home Testing Dye Tablets	\$230.25	Sewer Utility Fund
USABUEBOOK	Latex Gloves	\$267.02	Fire
USABUEBOOK	Nitrile Gloves	\$343.28	Fire
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$82.30	Administration
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$167.13	Technology
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$81.16	Planning
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$242.14	Fire
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$196.29	Streets
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$191.66	Parks
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$264.41	Water Utility Fund
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$264.41	Sewer Utility Fund
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$132.83	Storm Water Fund
VERIZON WIRELESS	City Cell/Aircard Service 11.22	\$41.54	Street Light Utility Fund
WACONIA CHAMBER OF COMMERCE	Chamber Luncheon	\$60.00	Administration
Grand Total		\$49,385.68	

The above bills have been approved for payment at the regular City Council Meeting on January 17, 2023.

Authorized and ordered for payment:

Mayor

City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Lodging Tax Fund Request - Waconia CVB					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	☒	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred September - December 2022.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Chamber Convention & Visitors Bureau (CVB) has requested a lodging tax reimbursement for expenditures accrued through December 2022. Staff reviewed the request for reimbursement and supporting invoices as approved by the CVB. Lodging tax funds are currently available for payment of these expenditures. Staff recommends approval of the request in the amount \$4,184.48.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Lodging Tax Fund (701)							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Contractor Pay Request #2 - New Fire Station					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Contractor Payment Request for the New Fire Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Kraus-Anderson Construction Co. has reviewed the contractor pay request #2 for the new fire station project. The contractors requesting payment are as follows: Ebert Construction \$18,620.00 Peterson Companies, Inc. \$743.85 The total amount of the contractor payments for this request is \$19,363.85. Retainage remains due for each contractor until the project is complete and upon review of liquidated damages. <u>Attachments:</u> 1. Waconia - Pay App #2 - Oct 2022.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
PIR Fund							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

AIA® DOCUMENT G736 - 2009
Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	City of Waconia 201 South Vice Street Waconia, MN 55387	PROJECT:	City of Waconia - New Fire Station 10451 10th Street West Waconia, MN 55387	APPLICATION NO:	2	DISTRIBUTION TO:
				PERIOD TO:	10/31/2022	OWNER ☐
				PROJECT NO:	2210190-02	CONSTRUCTION MANAGER ☐
						ARCHITECT ☐
ATTENTION:	Shane Fineran	VIA CONSTRUCTION MANAGER:	Kraus-Anderson Construction Co.			

PROJECT APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Project. AIA Document G737-2009, Summary of Contractors' Applications for Payment, is attached.

1. TOTAL CONTRACT SUMS (Item A Totals)	\$11,584,595.00
2. TOTAL NET CHANGES BY CHANGES IN THE WORK (Item B Totals)	\$0.00
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$11,584,595.00
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$21,683.00
5. RETAINAGE (Item H Totals)	\$1,084.15
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$1,235.00
7. CURRENT PAYMENT DUE (Item J Totals)	\$19,363.85

The undersigned Construction Manager certifies that to the best of its knowledges, information and belief this Project Application for Payment is an accurate compilation of the Contractors' Applications for Payment, attached hereto.

CONSTRUCTION MANAGER:

By: H. John Huening Date: 11/04/22

State of: Minnesota

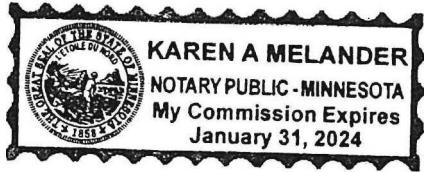
County of: Hennepin

Subscribed and sworn to before me this 4th day of November, 2022

DocuSigned by:

Notary Public: Karen Melander

My Commission Expires: January 31, 2024



PROJECT CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based evaluation of the Work and the data comprising this Application, the Construction Manager certified to the Owner that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Construction Manager recommends to the Owner and Architect that the Contractors be paid the AMOUNTS set forth in the attached Summary of Contractors' Applications for Payment.

TOTAL OF AMOUNTS CERTIFIED..... \$19,363.85

CONSTRUCTION MANAGER: **Kraus-Anderson Construction Company**

DocuSigned by:

By: H. John Huening Date: 11/04/22

In accordance with the Contract Documents, based evaluation of the Work and the data comprising this Application, the Construction Manager's recommendation, the Architect certifies to the Owner, that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Contractors are entitled to payments of the AMOUNTS set for in the attached Summary of Contractors' Applications for Payment.

ARCHITECT: **PKV Group**

DocuSigned by:

By: Jake Jacobsen Date: 11/8/2022 | 7:51 AM PST

AIA Document G732, Application and Certificate for Payment, has been completed by each Contractor. The content of those G732 forms is summarized below

APPLICATION NO.: 2

APPLICATION DATE: 11/1/2022

PERIOD FROM: 10/1/2022

PERIOD TO: 10/31/2022

PROJECT NOS.: 2210190-02

Waconia Fire Station													
		A	B	C	D	E	F	G	H	I	J	K	L
DESCRIPTION OF WORK	CONTRACTOR'S NAME	ORIGINAL CONTRACT SUM	NET CHANGES IN THE WORK	CONTRACT SUM TO DATE	WORK IN PLACE TO DATE	STORED MATERIALS (Not in D or I)	TOTAL COMPLETED AND STORED TO DATE (D + E)	RETAINAGE %	RETAINAGE AMOUNT	PREVIOUS PAYMENTS	CURRENT PAYMENT (F - H - I)	BALANCE FINISH (C - F)	% COMPL. (F / C)
WS 01J Final Cleaning	Prime Construction Solutions, LLC	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$28,000.00	0%
WS 03A Concrete	Ebert Construction	\$1,277,000.00	\$0.00	\$1,277,000.00	\$13,970.00	\$0.00	\$13,970.00	5.00%	\$698.50	\$0.00	\$13,271.50	\$1,263,030.00	1%
WS 03B Precast Structural Concrete	Wells Concrete Products Company	\$1,554,400.00	\$0.00	\$1,554,400.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$1,554,400.00	0%
WS 03D Specialty Finished Concrete	QC Companies	\$24,880.00	\$0.00	\$24,880.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$24,880.00	0%
WS 05A Structural Steel - Material	Ben's Structural Fabrication, Inc.	\$562,000.00	\$0.00	\$562,000.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$562,000.00	0%
WS 05B Sturctural Steel Erection	A.M.E. Construction Corp	\$142,300.00	\$0.00	\$142,300.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$142,300.00	0%
WS 06A Carpentry	Ebert Construction	\$687,700.00	\$0.00	\$687,700.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$687,700.00	0%
WS 07A Metal Panels	Central Roofing Company	\$181,000.00	\$0.00	\$181,000.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$181,000.00	0%
WS 07H Roofing	Berwald Roofing Company, Inc.	\$670,470.00	\$0.00	\$670,470.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$670,470.00	0%
WS 07L Interior Sealants	Right-Way Caulking, Inc.	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$32,200.00	0%
WS 08A Doors, Frames and Hdwr	Kendell Doors & Hardware, Inc.	\$208,989.00	\$0.00	\$208,989.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$208,989.00	0%
WS 08D Specialty Doors	Yale Mechanical	\$330,600.00	\$0.00	\$330,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$330,600.00	0%
WS 08F Exterior Glass & Glazing	Ford Metro, Inc.	\$230,600.00	\$0.00	\$230,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$230,600.00	0%
WS 09A Drywall	RTL Construction, Inc.	\$409,929.00	\$0.00	\$409,929.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$409,929.00	0%
WS 09B Tile	Superset Tile & Stone, LLC	\$129,000.00	\$0.00	\$129,000.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$129,000.00	0%
WS 09C Acoustical Treatment	Twin Ctiy Acoustics, Inc.	\$83,700.00	\$0.00	\$83,700.00	\$1,300.00	\$0.00	\$1,300.00	5.00%	\$65.00	\$1,235.00	\$0.00	\$82,400.00	2%
WS 09D Flooring	MCI. Inc.	\$82,600.00	\$0.00	\$82,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$82,600.00	0%
WS 09K Painting & Wallcovering	Wasche Commercial Finishes, Inc.	\$117,470.00	\$0.00	\$117,470.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$117,470.00	0%
WS 21A Fire Suppression	Summit Fire Protection Co.	\$123,600.00	\$0.00	\$123,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$123,600.00	0%
WS 22A Plumbing	Gag Sheet Metal, Inc.	\$611,514.00	\$0.00	\$611,514.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$611,514.00	0%
WS 23A HVAC	Sentra-Sota Sheet Metal, Inc.,	\$1,239,900.00	\$0.00	\$1,239,900.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$1,239,900.00	0%
WS 26A Electrical	Electrical Production Services, Inc.	\$1,178,720.00	\$0.00	\$1,178,720.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$1,178,720.00	0%
WS 31A Earthwork & Site Utilities	Parker Contracting, LLC	\$928,143.00	\$0.00	\$928,143.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$928,143.00	0%
WS 32A Asphalt Paving	Northwest Asphalt, Inc.	\$194,700.00	\$0.00	\$194,700.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$194,700.00	0%
WS 32B Concrete Paving	Ebert Construction	\$443,000.00	\$0.00	\$443,000.00	\$5,630.00	\$0.00	\$5,630.00	5.00%	\$281.50	\$0.00	\$5,348.50	\$437,370.00	1%
WS 32D Site Fence	Century Fence Company	\$33,050.00	\$0.00	\$33,050.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$33,050.00	0%
WS 32F Irrigation and Landscape	Peterson Companies, Inc.	\$79,130.00	\$0.00	\$79,130.00	\$783.00	\$0.00	\$783.00	5.00%	\$39.15	\$0.00	\$743.85	\$78,347.00	1%
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTALS		\$11,584,595.00	\$0.00	\$11,584,595.00	\$21,683.00	\$0.00	\$21,683.00	5.00%	\$1,084.15	\$1,235.00	\$19,363.85	\$11,562,912.00	0%



Document G732™ – 2019

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Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	City of Waconia 201 South Vine Street Waconia, MN 55387	PROJECT:	Waconia Fire Station 3A Conc 10451 10th St W Waconia, MN 55387	APPLICATION NO:	1	DISTRIBUTION TO:	OWNER ☐
FROM		VIA CONSTRUCTION		INVOICE #	21632706	CONSTRUCTION MANAGER	☐
CONTRACTOR:	Ebert Construction 23350 County Road 10 Corcoran, MN 55357	MANAGER:		PERIOD TO:		ARCHITECT	☐
CONTRACT FOR:		VIA ARCHITECT:	BKV Group	CONTRACT DATE:		CONTRACTOR	☐
				PROJECT NOS:	6572 / /	FIELD	☐
						OTHER	☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$	1,277,000.00
2. NET CHANGES IN THE WORK.....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	1,277,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$	13,970.00
5. RETAINAGE:		
a. _____ % of Completed Work (Column D + E on G703)	\$	698.50
b. _____ % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b, or Total in Column I on G703)	\$	698.50
6. TOTAL EARNED LESS RETAINAGE.....	\$	13,271.50
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....		0.00
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE.....	\$	13,271.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 minus Line 6)		
	\$	1,263,728.50

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Ebert Construction

By: Brian Johnson

Date: 10/20/22

State of: Minnesota

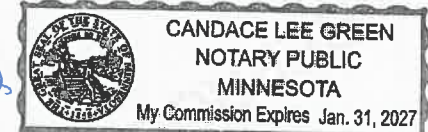
County of: Hennepin

Subscribed and sworn to before

me this 20th day of October 2022

Notary Public: Candace Lee Green

My Commission expires: 1-31-2027



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 13,271.50 KM

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: Brian Johnson

Date: 11/4/2022 | 1:15 PM CDT

ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: _____

Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	

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Document G703™ – 1992

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE: 10/20/2022
PERIOD TO:
ARCHITECT'S PROJECT NO: 6572

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01	Bond & Insurance	13,970.00		13,970.00		13,970.00	100.00		698.50
02	General Conditions	47,090.00						47,090.00	
03	Allowance	10,000.00						10,000.00	
04	Rebar & Accessories	81,326.00						81,326.00	
05	Masonry - Labor	324,080.00						324,080.00	
06	Masonry - Materials	216,054.00						216,054.00	
07	Footing/Foundation - Labor	122,130.00						122,130.00	
08	Footing/Foundation - Materials	98,363.00						98,363.00	
09	Interior Concrete - Labor	110,880.00						110,880.00	
10	Interior Concrete - Materials	181,353.00						181,353.00	
11	Toppings - Labor	12,960.00						12,960.00	
12	Toppings - Materials	14,779.00						14,779.00	
13	Exterior Concrete - Labor	23,187.00						23,187.00	
14	Exterior Concrete - Materials	20,828.00						20,828.00	

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Document G732™ – 2019

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ME

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	City of Waconia 201 South Vine Street Waconia, MN 55387	PROJECT:	Waconia Fire Station 32B Con P 10451 10th St W Waconia, MN 55387	APPLICATION NO: 1 INVOICE # 21632707	DISTRIBUTION TO:
FROM CONTRACTOR:	Ebert Construction 23350 County Road 10 Corcoran, MN 55357	VIA CONSTRUCTION MANAGER:		PERIOD TO:	OWNER ☐
CONTRACT FOR:		VIA ARCHITECT:	BKV Group	CONTRACT DATE:	CONSTRUCTION MANAGER ☐
				PROJECT NOS: 6573 / /	ARCHITECT ☐
					CONTRACTOR ☐
					FIELD ☐
					OTHER ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	443,000.00
2. NET CHANGES IN THE WORK	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	443,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$	5,630.00
5. RETAINAGE:		
a. <u>50%</u> of Completed Work (Column D + E on G703)	\$	281.50
b. <u> </u> % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b, or Total in Column I on G703)	\$	281.50
6. TOTAL EARNED LESS RETAINAGE	\$	5,348.50
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		0.00
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	5,348.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 minus Line 6)	\$	437,651.50

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Ebert Construction

By: [Signature]

State of: Minnesota

County of: Hennepin

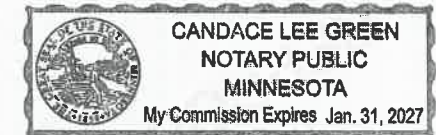
Subscribed and sworn to before

me this 20th day of Oct 2022

Notary Public: Candace Lee Green

My Commission expires: 1-31-2027

Date: 10/20/22



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 5,348.50 KM

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

DocuSigned by:
CONSTRUCTION MANAGER:

By: Brian Johnson

Date: 11/4/2022 | 1:15 PM CDT

ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: _____

Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	

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AIA Document G703™ – 1992
Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE: 10/20/2022
PERIOD TO:
ARCHITECT'S PROJECT NO: 6573

ARCHITECT'S PROJECT NO.									
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01	Bond & Insurance	5,630.00		5,630.00		5,630.00	100.00		281.50
02	General Conditions	23,087.00						23,087.00	
03	Allowance	5,000.00						5,000.00	
04	Curb & Gutter - Labor	31,160.00						31,160.00	
05	Curb & Gutter - Materials	25,494.00						25,494.00	
06	Concrete Flatwork - Labor	151,606.00						151,606.00	
07	Concrete Flatwork - Materials	201,023.00						201,023.00	

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APPLICATION AND CERTIFICATION FOR PAYMENT

CUSTOMER: City of Waconia
201 South Vine Street
Waconia, MN 55387-1337

PROJECT: Waconia Fire Station
10451 10th Street West
Waconia, MN 55387-9577

APPLICATION NO: 1
INVOICE NO: 50148

Distribution Via Email:

- ☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐
☐

PERIOD TO: 10/31/2022

PROJECT NO: 22109

CONTRACT DATE: 9/7/2022

CONTRACTOR: Peterson Companies, Inc.
8326 Wyoming Trail
Chisago City, MN 55013

VIA ARCHITECT:

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet Page 2, is attached.

1. ORIGINAL CONTACT SUM	\$ 79,130.00
2. Net change by Change Orders	0.00
3. CONTRACT SUM TO DATE (Line 1±2)	79,130.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	783.00
5. RETAINAGE:	
a. On Completed Work	\$ 39.15
(Column D + E on G703)	
b. On Stored Material	0.00
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703)	39.15
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	743.85
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	0.00
8. CURRENT PAYMENT DUE	743.85
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	78,386.15

Change Order Summary	Additions	Deductions
Total Changes approved in previous months by Owner:	0.00	0.00
Total approved this Month	0.00	0.00
NET CHANGES by Change Order	\$ 0.00	

WETTM

The undersigned Contractor certifies that to the best of the Contractor's Knowledge, information and belief the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Peterson Companies, Inc.

By: M. H. W. Wetzel Date: 10/21/2022

State of: MN County of: Chisago
Subscribed and sworn to before me this 21 day of October 2022
Notary Public: Bradley Scott Nelson
My Commission Expires: 1/31/24

**ARCHITECT'S CERTIFICATE OF PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Amount Certified \$ 743.85 KM

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: Brian Johnson Date: 11/4/2022 | 1:15 PM CDT

ARCHITECT:

BY: _____ Date: _____

This certificate is not negotiable. The Amount Certified is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CONTINUATION SHEETProject: Waconia Fire
Station

Page 2

Application and Certification for Payment

containing contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No: 1

Application Date: 10/21/2022

Period To: 10/31/2022

Project No: 22109

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed and Stored to Date (D+E+F)	% (G / C)	Balance To Finish (C – G)	Retainage
			Previous Application	This Period					
1	Bond	783.00	0.00	783.00	0.00	783.00	100	0.00	39.15
2	Allowance	5,000.00	0.00	0.00	0.00	0.00	0	5,000.00	0.00
3A	Landscape Labor	18,980.00	0.00	0.00	0.00	0.00	0	18,980.00	0.00
3B	Landscape Material	20,165.00	0.00	0.00	0.00	0.00	0	20,165.00	0.00
4A	Sodding Labor	11,050.00	0.00	0.00	0.00	0.00	0	11,050.00	0.00
4B	Sodding Material	8,937.00	0.00	0.00	0.00	0.00	0	8,937.00	0.00
5A	Seeding Labor	7,561.00	0.00	0.00	0.00	0.00	0	7,561.00	0.00
5B	Seeding Material	6,654.00	0.00	0.00	0.00	0.00	0	6,654.00	0.00
	Totals	79,130.00	0.00	783.00	0.00	783.00	1	78,347.00	39.15



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Contractor Pay Request #3 - New Fire Station					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Contractor Payment Request for the New Fire Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Kraus-Anderson Construction Co. has reviewed the contractor pay request #3 for the new fire station project. The contractors requesting payment are as follows: Ebert Construction \$7,220.00 Ben's Structural Fabrication, Inc. \$2,685.65 Superset Tile & Stone, LLC \$4,085.00 Electrical Production Services, Inc. \$8,906.25 The total amount of the contractor payments for this request is \$22,896.90. Retainage remains due for each contractor until the project is complete and upon review of liquidated damages. Attachments: 1. Waconia - Pay App #3 - Nov 2022							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
PIR Fund							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

AIA® DOCUMENT G736 - 2009

Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: **City of Waconia**
201 South Vice Street
Waconia, MN 55387

PROJECT: **City of Waconia - New Fire Station**
10451 10th Street West
Waconia, MN 55387

APPLICATION NO: **3**
 PERIOD TO: **11/30/2022**
 PROJECT NO: **2210190-02**

DISTRIBUTION TO:
 OWNER ☐
 CONSTRUCTION MANAGER ☐
 ARCHITECT ☐

ATTENTION: **Shane Fineran** VIA CONSTRUCTION
 MANAGER:

Kraus-Anderson Construction Co.

PROJECT APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Project. AIA Document G737-2009, Summary of Contractors' Applications for Payment, is attached.

1. TOTAL CONTRACT SUMS (Item A Totals)	\$11,584,595.00
2. TOTAL NET CHANGES BY CHANGES IN THE WORK (Item B Totals)	\$0.00
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$11,584,595.00
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$45,785.00
5. RETAINAGE (Item H Totals)	\$2,289.25
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$20,598.85
7. CURRENT PAYMENT DUE (Item J Totals)	\$22,896.90

The undersigned Construction Manager certifies that to the best of its knowledges, information and belief this Project Application for Payment is an accurate compilation of the Contractors' Applications for Payment, attached hereto.

CONSTRUCTION MANAGER:

By: H. John Huening

09455AA6766B484...

State of: **Minnesota**

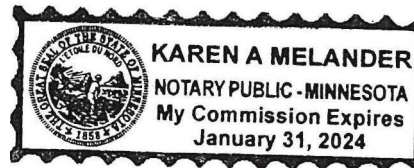
County of: **Hennepin**

Subscribed and sworn to before me this **7th** day of **December, 2022**

DocuSigned by:

Notary Public: Karen Melander

My Commission Expires: **January 31, 2024**



PROJECT CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based evaluation of the Work and the data comprising this Application, the Construction Manager certified to the Owner that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Construction Manager recommends to the Owner and Architect that the Contractors be paid the AMOUNTS set forth in the attached Summary of Contractors' Applications for Payment.

TOTAL OF AMOUNTS CERTIFIED..... **\$22,896.90**

CONSTRUCTION MANAGER: **Kraus-Anderson Construction Company**

DocuSigned by:

By: H. John Huening

Date: 12/07/22

09455AA6766B484...

In accordance with the Contract Documents, based evaluation of the Work and the data comprising this Application, the Construction Manager's recommendation, the Architect certifies to the Owner, that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Contractors are entitled to payments of the AMOUNTS set for in the attached Summary of Contractors' Applications for Payment.

ARCHITECT: **BKV Group**

DocuSigned by:

By: Jake Jacobsen

Date: 12/9/2022 | 7:00 AM PST

8BA531069F734B5...

AIA DOCUMENT G737 - 2009

Summary of Contractors' Applications for Payment, Construction Manager as Adviser Edition

AIA Document G732, Application and Certificate for Payment, has been completed by each Contractor. The content of those G732 forms is summarized below

APPLICATION NO.: 3
APPLICATION DATE: 12/1/2022
PERIOD FROM: 11/1/2022
PERIOD TO: 11/30/2022
PROJECT NOS.: 2210190-02

Waconia Fire Station

		A	B	C	D	E	F	G	H	I	J	K	L
DESCRIPTION OF WORK	CONTRACTOR'S NAME	ORIGINAL CONTRACT SUM	NET CHANGES IN THE WORK	CONTRACT SUM TO DATE	WORK IN PLACE TO DATE	STORED MATERIALS (Not in D or I)	TOTAL COMPLETED AND STORED TO DATE (D + E)	RETAINAGE %	RETAINAGE AMOUNT	PREVIOUS PAYMENTS	CURRENT PAYMENT (F - H - I)	BALANCE FINISH (C - F)	% COMPL. (F / C)
WS 01J Final Cleaning	Prime Construction Solutions, LLC	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$28,000.00	0%
WS 03A Concrete	Ebert Construction	\$1,277,000.00	\$0.00	\$1,277,000.00	\$18,530.00	\$0.00	\$18,530.00	5.00%	\$926.50	\$13,271.50	\$4,332.00	\$1,258,470.00	1%
WS 03B Precast Structural Concrete	Wells Concrete Products Company	\$1,554,400.00	\$0.00	\$1,554,400.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$1,554,400.00	0%
WS 03D Specialty Finished Concrete	QC Companies	\$24,880.00	\$0.00	\$24,880.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$24,880.00	0%
WS 05A Structural Steel - Material	Ben's Structural Fabrication, Inc.	\$562,000.00	\$0.00	\$562,000.00	\$2,827.00	\$0.00	\$2,827.00	5.00%	\$141.35	\$0.00	\$2,685.65	\$559,173.00	1%
WS 05B Sturctural Steel Erection	A.M.E. Construction Corp	\$142,300.00	\$0.00	\$142,300.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$142,300.00	0%
WS 06A Carpentry	Ebert Construction	\$687,700.00	\$0.00	\$687,700.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$687,700.00	0%
WS 07A Metal Panels	Central Roofing Company	\$181,000.00	\$0.00	\$181,000.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$181,000.00	0%
WS 07H Roofing	Berwald Roofing Company, Inc.	\$670,470.00	\$0.00	\$670,470.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$670,470.00	0%
WS 07L Interior Sealants	Right-Way Caulking, Inc.	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$32,200.00	0%
WS 08A Doors, Frames and Hdwr	Kendell Doors & Hardware, Inc.	\$208,989.00	\$0.00	\$208,989.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$208,989.00	0%
WS 08D Specialty Doors	Yale Mechanical	\$330,600.00	\$0.00	\$330,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$330,600.00	0%
WS 08F Exterior Glass & Glazing	Ford Metro, Inc.	\$230,600.00	\$0.00	\$230,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$230,600.00	0%
WS 09A Drywall	RTL Construction, Inc.	\$409,929.00	\$0.00	\$409,929.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$409,929.00	0%
WS 09B Tile	Superset Tile & Stone, LLC	\$129,000.00	\$0.00	\$129,000.00	\$4,300.00	\$0.00	\$4,300.00	5.00%	\$215.00	\$0.00	\$4,085.00	\$124,700.00	3%
WS 09C Acoustical Treatment	Twin Ctiy Acoustics, Inc.	\$83,700.00	\$0.00	\$83,700.00	\$1,300.00	\$0.00	\$1,300.00	5.00%	\$65.00	\$1,235.00	\$0.00	\$82,400.00	2%
WS 09D Flooring	MCI. Inc.	\$82,600.00	\$0.00	\$82,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$82,600.00	0%
WS 09K Painting & Wallcovering	Wasche Commercial Finishes, Inc.	\$117,470.00	\$0.00	\$117,470.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$117,470.00	0%
WS 21A Fire Suppression	Summit Fire Protection Co.	\$123,600.00	\$0.00	\$123,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$123,600.00	0%
WS 22A Plumbing	Gag Sheet Metal, Inc.	\$611,514.00	\$0.00	\$611,514.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$611,514.00	0%
WS 23A HVAC	Sentra-Sota Sheet Metal, Inc.,	\$1,239,900.00	\$0.00	\$1,239,900.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$1,239,900.00	0%
WS 26A Electrical	Electrical Production Services, Inc.	\$1,178,720.00	\$0.00	\$1,178,720.00	\$9,375.00	\$0.00	\$9,375.00	5.00%	\$468.75	\$0.00	\$8,906.25	\$1,169,345.00	1%
WS 31A Earthwork & Site Utilities	Parker Contracting, LLC	\$928,143.00	\$0.00	\$928,143.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$928,143.00	0%
WS 32A Asphalt Paving	Northwest Asphalt, Inc.	\$194,700.00	\$0.00	\$194,700.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$194,700.00	0%
WS 32B Concrete Paving	Ebert Construction	\$443,000.00	\$0.00	\$443,000.00	\$8,670.00	\$0.00	\$8,670.00	5.00%	\$433.50	\$5,348.50	\$2,888.00	\$434,330.00	2%
WS 32D Site Fence	Century Fence Company	\$33,050.00	\$0.00	\$33,050.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$33,050.00	0%
WS 32F Irrigation and Landscape	Peterson Companies, Inc.	\$79,130.00	\$0.00	\$79,130.00	\$783.00	\$0.00	\$783.00	5.00%	\$39.15	\$743.85	\$0.00	\$78,347.00	1%
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTALS		\$11,584,595.00	\$0.00	\$11,584,595.00	\$45,785.00	\$0.00	\$45,785.00	5.00%	\$2,289.25	\$20,598.85	\$22,896.90	\$11,538,810.00	0%



Document G732™ – 2019

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	City of Waconia 201 South Vine Street Waconia, MN 55387	PROJECT:	Waconia Fire Station 3A Conc 10451 10th St W Waconia, MN 55387	APPLICATION NO: 2 INVOICE # 21632823	DISTRIBUTION TO:
FROM CONTRACTOR:	Ebert Construction 23350 County Road 10 Corcoran, MN 55357	VIA CONSTRUCTION MANAGER:		PERIOD TO:	OWNER ☐
CONTRACT FOR:		VIA ARCHITECT:	BKV Group	CONTRACT DATE:	CONSTRUCTION MANAGER ☐
				PROJECT NOS: 6572 / /	ARCHITECT ☐
					CONTRACTOR ☐
					FIELD ☐
					OTHER ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 1,277,000.00
2. NET CHANGES IN THE WORK	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 1,277,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 18,530.00
5. RETAINAGE:	
a. <u>5.00</u> % of Completed Work (Column D + E on G703)	\$ 926.50
b. _____% of Stored Material (Column F on G703)	\$ _____
Total Retainage (Lines 5a + 5b, or Total in Column I on G703)	\$ 926.50
6. TOTAL EARNED LESS RETAINAGE	\$ 17,603.50
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	13,271.50
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 4,332.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ 1,259,396.50

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Ebert Construction

By: Dale Sonnichsen

State of: Minnesota

County of: Hennepin

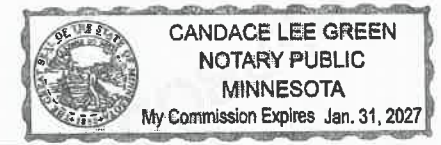
Subscribed and sworn to before

me this 16th day of Nov 2022

Notary Public: Candace Lee Green

My Commission expires: 1-31-2027

Date: 11/16/22



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 4,332.00 KM

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: Dale Sonnichsen

Date: 12/7/2022 | 10:08 AM CST

ARCHITECT: NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: _____

Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA Document G703™ – 1992

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
APPLICATION DATE: 11/15/2022
PERIOD TO:
ARCHITECT'S PROJECT NO: 6572

ARCHITECT'S PROJECT NO.										
A	B	C	D	E	F	G		H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
01	Bond & Insurance	13,970.00	13,970.00	4,560.00		13,970.00	100.00	42,530.00	698.50	
02	General Conditions	47,090.00				4,560.00	4,560.00			9.68
03	Allowance	10,000.00								
04	Rebar & Accessories	81,326.00								
05	Masonry - Labor	324,080.00								
06	Masonry - Materials	216,054.00								
07	Footing/Foundation - Labor	122,130.00								
08	Footing/Foundation - Materials	98,363.00								
09	Interior Concrete - Labor	110,880.00								
10	Interior Concrete - Materials	181,353.00								
11	Toppings - Labor	12,960.00								
12	Toppings - Materials	14,779.00								
13	Exterior Concrete - Labor	23,187.00								
14	Exterior Concrete - Materials	20,828.00								

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA® Document G732™ – 2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: City of Waconia PROJECT: Waconia New Fire Station APPLICATION NO: 1 DISTRIBUTION TO:

FROM: Beas Structural Fab VIA CONSTRUCTION MANAGER: Kraus-Anderson PERIOD TO: 11/30/2022 OWNER

CONTRACTOR: Beas Structural Fab CONTRACT DATE: 9/14/2022 CONSTRUCTION MANAGER

CONTRACT FOR: CSA Structural Steel VIA ARCHITECT: BKV PROJECT NOS: 11 ARCHITECT

CONTRACTOR

FIELD

OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ 562,000.00

2. NET CHANGES IN THE WORK \$ 0.00

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 562,000.00

4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) \$ 2,827.00

5. RETAINAGE:

a. 5 % of Completed Work
(Column D + E on G703) \$ 141.35

b. 5 % of Stored Material
(Column F on G703) \$ 0.00

Total Retainage (Lines 5a + 5b, or Total in Column I on G703) \$ 141.35

6. TOTAL EARNED LESS RETAINAGE \$ 2,685.65
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 0.00
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 2,685.65

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 559,314.35
(Line 3 minus Line 6)

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month including Construction Change Directives	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Date:

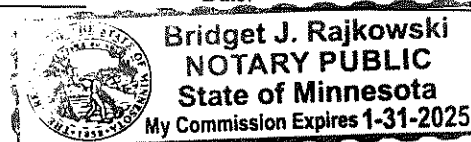
State of:

County of:

Subscribed and sworn to before me this 16 day of November 2022.

Notary Public:

My Commission expires:



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 2,685.65 KM

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By:

Date: 12/7/2022 | 10:08 AM

ARCHITECT: NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Continuation Sheet

AIA Document G703

AIA Documents G702 Application & Certificate for Payment
Containing Contractors signed Certification is attached.

Project #: 22-135
Contract #:
Invoice #: Pay App #1

Application No: 1
Application date: 11/16/2022
Period From: 11/1/2022
Period To: 11/30/2022

A	B	C	D	E	F	G	H	I	J
			Work Completed						
Item	Description of Work	Scheduled Value	From Previous App	This Period	Stored Materials	Total Complete & Stored to Date	%	Balance to finish	Retainage
1	Structural Steel	\$197,906.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$197,906.00	\$0.00
2	Joist	\$111,885.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$111,885.00	\$0.00
3	Deck	\$73,981.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$73,981.00	\$0.00
4	Metal Fabrication	\$167,401.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$167,401.00	\$0.00
5	Bond	\$2,827.00	\$0.00	\$2,827.00	\$0.00	\$2,827.00	100%	\$0.00	\$141.35
6	Allowance	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,000.00	\$0.00
TOTALS		\$562,000.00	\$0.00	\$2,827.00	\$0.00	\$2,827.00	1%	\$559,173.00	\$141.35

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

Via Construction Manager:

Kraus Anderson Construction Company, 501 S 8th St, Minneapolis, MN 55404

PROJECT NO: 2210190

PROJECT: Waconia New Fire Station
 10451 10th St W
 Waconia, MN 55387

PERIOD TO: 11/30/2022

FROM CONTRACTOR:

Super Set Tile and Stone, 13860 Industrial Park Blvd, Plymouth, MN 55441

APPLICATION NO: 1

Architect:

BKV Group 222, N 2nd St, Suite 101, Minneapolis, MN 55401

SUBCONTRACT NO:

SUBCONTRACT DATE: 9/7/2022

PO:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....\$	129,000.00
2. Net Change By Change Orders.....\$	0.00
3. CONTRACT SUM TO DATE (Line 1+/- 2).....\$	129,000.00
4. TOTAL COMPLETED & STORED TO DATE.....\$ (Column G on G703)	4,300.00
5. RETAINAGE:	
a. 5% of Completed Work \$ 215.00 (Columns D + E on G703)	
b. of Stored Material \$ 0.00 (Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703).....\$	215.00
6. TOTAL EARNED LESS RETAINAGE.....\$ (Line 4 less Line 5 Total)	4,085.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....\$	0.00
8. CURRENT PAYMENT DUE.....\$	4,085.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$	124,915.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payments shown herein is now due.

CONTRACTOR: Super Set Tile & Stone

By: [Signature]

Date: 11-16-22

State of: Minnesota

County of: Hennepin

Subscribed and sworn to before
me this

16TH day of NOVEMBER 2022

Notary Public:

My Commission expires:

Mary E. R.
1-31-2025



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 4,085.00 KM

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

DocuSigned by:

CONSTRUCTION MANAGER:

By: Dale Sonnichsen

ARCHITECT:
D1F7BF85D4254BB...

Date: 12/7/2022 | 10:08 AM CST

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of Owner or Contractor under this Contract.



Document G732™ – 2019

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	City of Waconia 201 South Vine Street Waconia, MN 55387	PROJECT:	City of Waconia Fire Station 10451 10th Street West	APPLICATION NO:	001	DISTRIBUTION TO:	
FROM	Electrical Production Services	VIA CONSTRUCTION		PERIOD TO:	12/25/2022	☐	OWNER
CONTRACTOR:	4201 Norex Drive, Suite 200 Chaska, MN 55318	MANAGER:	Kraus Anderson	CONTRACT DATE:	09/14/2022	☐	CONSTRUCTION MANAGER
CONTRACT FOR:	Electrical	VIA ARCHITECT:	BKV Group	PROJECT NOS:	/ /	☐	ARCHITECT
						☐	CONTRACTOR
						☐	FIELD
						☐	OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 1,178,720.00
2. NET CHANGES IN THE WORK.....	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 1,178,720.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 9,375.00
5. RETAINAGE:	
a. 5 % of Completed Work (Column D + E on G703)	\$ 468.75
b. 5 % of Stored Material (Column F on G703)	\$
Total Retainage (Lines 5a + 5b, or Total in Column I on G703)	\$ 468.75
6. TOTAL EARNED LESS RETAINAGE.....	\$ 8,906.25
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 8,906.25
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ 1,169,813.75

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature]

Date: 12/11/22

State of: Minnesota

County of: Carver

Subscribed and sworn to before

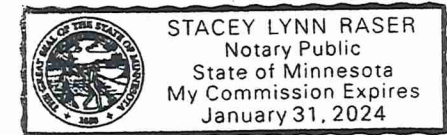
me this

1st day of

December, 2022

Notary Public: Stacey L Raser

My Commission expires: 01-30-2024



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 8,906.25 KM

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

Witnessed by:

CONSTRUCTION MANAGER:

By:

ARCHITECT:

(NOTE: If multiple contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G703® – 1992
Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 001

APPLICATION DATE: 12/25/2022

PERIOD TO: 12/25/2022

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	TOTAL COMPLETED AND STORED TO DATE <i>(D + E + F)</i>	%(<i>G ÷ C</i>)	BALANCE TO FINISH <i>(C – G)</i>	RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD					
1	Performance Bonds	9375.00		9375.00		9375.00	100	0	468.75
2	Allowances	13500.00							
3	Submittals								
4	01-5000 Temp Electric Labor	4465.00							
5	01-5000 Temp Electric Material	7906.46							
6	260000 Gen Conditions	11038.57							
7	262416-264313 Service/Dist LBR	42560.00							
8	262416-264313 Service/Dist MTL	221271.93							
9	260500-260519 Mech wire LBR	14962.50							
10	260500-260519 Mech wire MTL	15505.54							
11	260923-260943 LightControl LBR	12929.50							
12	260923-260943 LightControl MTL	6055.65							
13	265119-265613 Lighting LBR	77296.75							
14	265119-265613 Lighting MTL	243667.03							
15	260533,262726 Misc Electrical LBR	69345.25							
16	260533,262726 Misc Electrical MTL	66197.40							
17	270000-276200 Technology LBR	36434.00							
18	270000-276200 Technology MTL	287110.00							
19	288000 Fire Alarm LBR	12260.24							
	GRAND TOTAL								



Document G732™ – 2019

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	City of Waconia 201 South Vine Street Waconia, MN 55387	PROJECT:	Waconia Fire Station 52B Con P 10451 10th St W Waconia, MN 55387	APPLICATION NO: 2 INVOICE # 21632824	DISTRIBUTION TO:
FROM CONTRACTOR:	Ebert Construction 23350 County Road 10 Corcoran, MN 55357	VIA CONSTRUCTION MANAGER:		PERIOD TO:	OWNER ☐
CONTRACT FOR:		VIA ARCHITECT:	BKV Group	CONTRACT DATE: 6573 / /	CONSTRUCTION MANAGER ☐
				PROJECT NOS: 6573 / /	ARCHITECT ☐
					CONTRACTOR ☐
					FIELD ☐
					OTHER ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$	443,000.00
2. NET CHANGES IN THE WORK.....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	443,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$	8,670.00
5. RETAINAGE:		
a. 5.00% of Completed Work (Column D + E on G703)	\$	433.50
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b, or Total in Column I on G703)	\$	433.50
6. TOTAL EARNED LESS RETAINAGE.....	\$	8,236.50
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....		5,348.50
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE.....	\$	2,888.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 minus Line 6)	\$	434,763.50

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Ebert Construction

By: [Signature]

State of: Minnesota

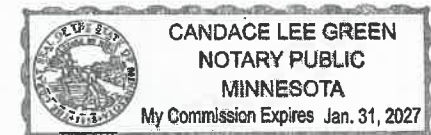
County of: Hennepin

Subscribed and sworn to before me this 16th day of Nov 2022

Notary Public: Candace Lee Green

My Commission expires: 31-2027

Date: 11/16/22



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ **2,888.00 KM**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

DocuSigned by:
CONSTRUCTION MANAGER:
[Signature]

By:

Date: 12/7/2022 | 10:08 AM CST

ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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Document G703™ – 1992

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
APPLICATION DATE: 11/15/2022
PERIOD TO:
ARCHITECT'S PROJECT NO: 6573

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01	Bond & Insurance	5,630.00	5,630.00			5,630.00	100.00		281.50
02	General Conditions	23,087.00		3,040.00		3,040.00	13.17	20,047.00	152.00
03	Allowance	5,000.00						5,000.00	
04	Curb & Gutter - Labor	31,160.00						31,160.00	
05	Curb & Gutter - Materials	25,494.00						25,494.00	
06	Concrete Flatwork - Labor	151,606.00						151,606.00	
07	Concrete Flatwork - Materials	201,023.00						201,023.00	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Contractor Pay Request #4 - New Fire Station					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Contractor Payment Request for the New Fire Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Kraus-Anderson Construction Co. has reviewed the contractor pay request #4 for the new fire station project. The contractors requesting payment are as follows: Ebert Construction \$2,166.00 Wells Concrete Products Company \$31,008.48 A.M.E. Contstruction Corp \$2,660.00 Central Roofing Company \$2,850.00 Ford Metro, Inc. \$4,360.50 RTL Construction, Inc. \$7,125.00 Summit Fire Protection Co. \$9,405.00 The total amount of the contractor payments for this request is \$59,574.98. Retainage remains due for each contractor until the project is complete and upon review of liquidated damages. <u>Attachments:</u> 1. Waconia - Pay App #4 - Dec 2022							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Fund							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

AIA® DOCUMENT G736 - 2009
Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	City of Waconia 201 South Vice Street Waconia, MN 55387	PROJECT:	City of Waconia - New Fire Station 10451 10th Street West Waconia, MN 55387	APPLICATION NO:	4	DISTRIBUTION TO:
				PERIOD TO:	12/31/2022	OWNER ☐
				PROJECT NO:	2210190-02	CONSTRUCTION MANAGER ☐
						ARCHITECT ☐
ATTENTION:	Shane Fineran	VIA CONSTRUCTION MANAGER:	Kraus-Anderson Construction Co.			

PROJECT APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Project. AIA Document G737-2009, Summary of Contractors' Applications for Payment, is attached.

1. TOTAL CONTRACT SUMS (Item A Totals)	\$11,584,595.00
2. TOTAL NET CHANGES BY CHANGES IN THE WORK (Item B Totals)	\$0.00
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$11,584,595.00
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$108,495.50
5. RETAINAGE (Item H Totals)	\$5,424.77
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$43,495.75
7. CURRENT PAYMENT DUE (Item J Totals)	\$59,574.98

The undersigned Construction Manager certifies that to the best of its knowledges, information and belief this Project Application for Payment is an accurate compilation of the Contractors' Applications for Payment, attached hereto.

CONSTRUCTION MANAGER:

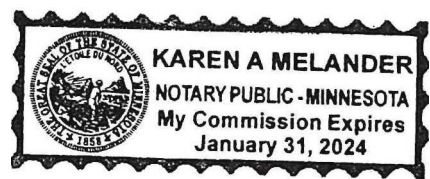
By: H. John Huening
09455AA6766B484...

Date: 12/28/22

State of: Minnesota
County of: Hennepin

Subscribed and sworn to before me this 28th day of December, 2022

Notary Public: Karen Melander
My Commission expires: January 31, 2024



PROJECT CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based evaluation of the Work and the data comprising this Application, the Construction Manager certified to the Owner that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Construction Manager recommends to the Owner and Architect that the Contractors be paid the AMOUNTS set forth in the attached Summary of Contractors' Applications for Payment.

TOTAL OF AMOUNTS CERTIFIED..... \$59,574.98

CONSTRUCTION MANAGER: Kraus-Anderson Construction Company

By: H. John Huening
09455AA6766B484...

Date: 12/28/22

In accordance with the Contract Documents, based evaluation of the Work and the data comprising this Application, the Construction Manager's recommendation, the Architect certifies to the Owner, that to the best of its knowledge, information and belief the Work has progressed as indicated; the quality of the Work is in accordance with the Contract Documents; and the Contractors are entitled to payments of the AMOUNTS set for in the attached Summary of Contractors' Applications for Payment.

ARCHITECT, R/KV Group

By: Jake Jacobsen
8BA531069F734B5...

Date: 1/5/2023 | 7:13 AM PST

AIA DOCUMENT G737 - 2009

Summary of Contractors' Applications for Payment, Construction Manager as Adviser Edition

AIA Document G732, Application and Certificate for Payment, has been completed by each Contractor. The content of those G732 forms is summarized below

APPLICATION NO.: 4
APPLICATION DATE: 12/31/2022
PERIOD FROM: 12/1/2022
PERIOD TO: 12/31/2022
PROJECT NOS.: 2210190-02

Waconia Fire Station

		A	B	C	D	E	F	G	H	I	J	K	L
DESCRIPTION OF WORK	CONTRACTOR'S NAME	ORIGINAL CONTRACT SUM	NET CHANGES IN THE WORK	CONTRACT SUM TO DATE	WORK IN PLACE TO DATE	STORED MATERIALS (Not in D or I)	TOTAL COMPLETED AND STORED TO DATE (D + E)	RETAINAGE %	RETAINAGE AMOUNT	PREVIOUS PAYMENTS	CURRENT PAYMENT (F - H - I)	BALANCE FINISH (C - F)	% COMPL. (F / C)
WS 01J Final Cleaning	Prime Construction Solutions, LLC	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$28,000.00	0%
WS 03A Concrete	Ebert Construction	\$1,277,000.00	\$0.00	\$1,277,000.00	\$20,810.00	\$0.00	\$20,810.00	5.00%	\$1,040.50	\$17,603.50	\$2,166.00	\$1,256,190.00	2%
WS 03B Precast Structural Concrete	Wells Concrete Products Company	\$1,554,400.00	\$0.00	\$1,554,400.00	\$32,640.50	\$0.00	\$32,640.50	5.00%	\$1,632.02	\$0.00	\$31,008.48	\$1,521,759.50	2%
WS 03D Specialty Finished Concrete	QC Companies	\$24,880.00	\$0.00	\$24,880.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$24,880.00	0%
WS 05A Structural Steel - Material	Ben's Structural Fabrication, Inc.	\$562,000.00	\$0.00	\$562,000.00	\$2,827.00	\$0.00	\$2,827.00	5.00%	\$141.35	\$2,685.65	\$0.00	\$559,173.00	1%
WS 05B Sturctural Steel Erection	A.M.E. Construction Corp	\$142,300.00	\$0.00	\$142,300.00	\$2,800.00	\$0.00	\$2,800.00	5.00%	\$140.00	\$0.00	\$2,660.00	\$139,500.00	2%
WS 06A Carpentry	Ebert Construction	\$687,700.00	\$0.00	\$687,700.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$687,700.00	0%
WS 07A Metal Panels	Central Roofing Company	\$181,000.00	\$0.00	\$181,000.00	\$3,000.00	\$0.00	\$3,000.00	5.00%	\$150.00	\$0.00	\$2,850.00	\$178,000.00	2%
WS 07H Roofing	Berwald Roofing Company, Inc.	\$670,470.00	\$0.00	\$670,470.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$670,470.00	0%
WS 07L Interior Sealants	Right-Way Caulking, Inc.	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$32,200.00	0%
WS 08A Doors, Frames and Hdwr	Kendell Doors & Hardware, Inc.	\$208,989.00	\$0.00	\$208,989.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$208,989.00	0%
WS 08D Specialty Doors	Yale Mechanical	\$330,600.00	\$0.00	\$330,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$330,600.00	0%
WS 08F Exterior Glass & Glazing	Ford Metro, Inc.	\$230,600.00	\$0.00	\$230,600.00	\$4,590.00	\$0.00	\$4,590.00	5.00%	\$229.50	\$0.00	\$4,360.50	\$226,010.00	2%
WS 09A Drywall	RTL Construction, Inc.	\$409,929.00	\$0.00	\$409,929.00	\$7,500.00	\$0.00	\$7,500.00	5.00%	\$375.00	\$0.00	\$7,125.00	\$402,429.00	2%
WS 09B Tile	Superset Tile & Stone, LLC	\$129,000.00	\$0.00	\$129,000.00	\$4,300.00	\$0.00	\$4,300.00	5.00%	\$215.00	\$4,085.00	\$0.00	\$124,700.00	3%
WS 09C Acoustical Treatment	Twin Ctiy Acoustics, Inc.	\$83,700.00	\$0.00	\$83,700.00	\$1,300.00	\$0.00	\$1,300.00	5.00%	\$65.00	\$1,235.00	\$0.00	\$82,400.00	2%
WS 09D Flooring	MCI. Inc.	\$82,600.00	\$0.00	\$82,600.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$82,600.00	0%
WS 09K Painting & Wallcovering	Wasche Commercial Finishes, Inc.	\$117,470.00	\$0.00	\$117,470.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$117,470.00	0%
WS 21A Fire Suppression	Summit Fire Protection Co.	\$123,600.00	\$0.00	\$123,600.00	\$9,900.00	\$0.00	\$9,900.00	5.00%	\$495.00	\$0.00	\$9,405.00	\$113,700.00	8%
WS 22A Plumbing	Gag Sheet Metal, Inc.	\$611,514.00	\$0.00	\$611,514.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$611,514.00	0%
WS 23A HVAC	Sentra-Sota Sheet Metal, Inc.,	\$1,239,900.00	\$0.00	\$1,239,900.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$1,239,900.00	0%
WS 26A Electrical	Electrical Production Services, Inc.	\$1,178,720.00	\$0.00	\$1,178,720.00	\$9,375.00	\$0.00	\$9,375.00	5.00%	\$468.75	\$8,906.25	\$0.00	\$1,169,345.00	1%
WS 31A Earthwork & Site Utilities	Parker Contracting, LLC	\$928,143.00	\$0.00	\$928,143.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$928,143.00	0%
WS 32A Asphalt Paving	Northwest Asphalt, Inc.	\$194,700.00	\$0.00	\$194,700.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$194,700.00	0%
WS 32B Concrete Paving	Ebert Construction	\$443,000.00	\$0.00	\$443,000.00	\$8,670.00	\$0.00	\$8,670.00	5.00%	\$433.50	\$8,236.50	\$0.00	\$434,330.00	2%
WS 32D Site Fence	Century Fence Company	\$33,050.00	\$0.00	\$33,050.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$33,050.00	0%
WS 32F Irrigation and Landscape	Peterson Companies, Inc.	\$79,130.00	\$0.00	\$79,130.00	\$783.00	\$0.00	\$783.00	5.00%	\$39.15	\$743.85	\$0.00	\$78,347.00	1%
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5.00%	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTALS		\$11,584,595.00	\$0.00	\$11,584,595.00	\$108,495.50	\$0.00	\$108,495.50	5.00%	\$5,424.77	\$43,495.75	\$59,574.98	\$11,476,099.50	1%



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred December 2022					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in December 2022							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in December 2022. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Waconia Ice Arena. <u>Attachments:</u> 1. Waconia Ice Arena Bills Applied Payments Dec '22.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Ice Arena Fund (678)							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**Waconia Ice Arena
Bills and Applied Payments
December 2022**

	Date	Transaction Type	Num	Memo/Description	Split	Amount
Advanced Energy Partners	12/23/2022	Bill Payment (Check)	2911		0012 Cash - IA/RMSC	-76.81
	12/06/2022	Bill	2022-11	Solar Energy for November	4049 2 Utilities:Solar Energy	76.81
Advanced Imaging Solutions	12/30/2022	Bill Payment (Check)	2916		0012 Cash - IA/RMSC	-187.50
	12/01/2022	Bill	INV292067	CO24	4023 4 Operating Supplies:Office Supplies	187.50
American Red Cross Training Services	12/16/2022	Bill Payment (Check)	2905		0012 Cash - IA/RMSC	-128.00
	12/01/2022	Bill	22501555	CPR/AED training	4041 Training & Education	128.00
Bruce Weinzierl - Expense Reimbursement	12/30/2022	Bill Payment (Check)	2917		0012 Cash - IA/RMSC	-125.00
	12/14/2022	Bill	12.14.22	pick up and return santa costume	4043 2 Travel & Entertainment:Travel & Mileage	125.00
Cady Building Maintenance, Inc	12/16/2022	Bill Payment (Check)	2906		0012 Cash - IA/RMSC	-660.00
	12/01/2022	Bill	4985691	December 2022 Cleaning	4069 Contract Services	660.00
	12/30/2022	Bill Payment (Check)	2918		0012 Cash - IA/RMSC	-1,226.18
	12/01/2022	Bill	4985690	September thru November 2022 Cleaning	-Split-	1,226.18
CD Products INC	12/23/2022	Bill Payment (Check)	2912		0012 Cash - IA/RMSC	-214.75
	12/08/2022	Bill	80530	Waconia One Collision Glass Ad	4046 1 COGS - Advertising	214.75
City of Waconia	12/16/2022	Bill Payment (Check)	2907		0012 Cash - IA/RMSC	-32,647.89
	12/14/2022	Bill	OD 11.30.22	Amount over the \$100,000 reserve for month of 11/30/22	0010 Cash - City of Waconia	32,647.89
GK2 Promotions	12/16/2022	Bill Payment (Check)	2908		0012 Cash - IA/RMSC	-315.45
	12/08/2022	Bill	6119	Safari Fleecewear	4085 Uniforms	315.45
Hillyard/Hutchinson	12/16/2022	Bill Payment (Check)	2909		0012 Cash - IA/RMSC	-67.31
	12/06/2022	Bill	700527962	Janitorial Supplies	4023 2 Operating Supplies:Maintenance Supplies	67.31
	12/30/2022	Bill Payment (Check)	2919		0012 Cash - IA/RMSC	-415.66
	12/14/2022	Bill	604976439	Janitorial Supplies	4023 2 Operating Supplies:Maintenance Supplies	415.66
Howies Hockey Inc	12/23/2022	Bill Payment (Check)	2913		0012 Cash - IA/RMSC	-176.57
	12/12/2022	Bill	INV000151072	Cloth Laces	-Split-	176.57
Innovative Office Solutions, LLC	12/16/2022	Bill Payment (Check)	2910		0012 Cash - IA/RMSC	-109.37
	12/02/2022	Bill	4020968	Janitorial Supplies	4023 2 Operating Supplies:Maintenance Supplies	109.37
	12/30/2022	Bill Payment (Check)	2920		0012 Cash - IA/RMSC	-218.23
	12/20/2022	Bill	4039358	Janitorial Supplies	4023 2 Operating Supplies:Maintenance Supplies	218.23
Jeremy Heckmann	12/23/2022	Bill Payment (Check)	2914		0012 Cash - IA/RMSC	-90.00
	12/16/2022	Journal Entry	vd chk 2831	to void check 2831; never received	-Split-	90.00
Montague, Dan - Expense	12/09/2022	Bill Payment (Check)	2902		0012 Cash - IA/RMSC	-19.38

**Waconia Ice Arena
Bills and Applied Payments
December 2022**

	Date	Transaction Type	Num	Memo/Description	Split	Amount
	11/30/2022	Bill	11.30.22	to and from Home Depot and Becker	4043 2 Travel & Entertainment:Travel & Mileage	19.38
	12/30/2022	Bill Payment (Check)	2921		0012 Cash - IA/RMSC	-369.88
	12/20/2022	Bill	12/20/22		-Split-	369.88
Nathan Swanson - Petty Cash						
	12/30/2022	Bill Payment (Check)	2922		0012 Cash - IA/RMSC	-189.95
	12/15/2022	Bill	12.15.22		-Split-	189.95
R & R Specialties of Wisconsin Inc						
	12/30/2022	Bill Payment (Check)	2923		0012 Cash - IA/RMSC	-110.00
	12/21/2022	Bill	0077652-IN	Blade Sharpening	4029 2 Maintenance & Repairs:Equipment Repairs	110.00
Riches, Ashley						
	12/30/2022	Bill Payment (Check)	2924		0012 Cash - IA/RMSC	-11.00
	12/20/2022	Bill	2,000,308.00	cancelled skate lesson on 11/21/22	3059 Reimbursements & Refunds	11.00
Rink Management Services Corporation						
	12/02/2022	Bill Payment (Check)	2951		0012 Cash - IA/RMSC	-7,492.98
	12/01/2022	Bill	110194	Payroll Period Ending 11/27/22, Pay Date 12/5/22, WK 49	4004 1 Contracted Payroll:Payroll	7,492.98
	12/09/2022	Bill Payment (Check)	2903		0012 Cash - IA/RMSC	-583.19
	11/07/2022	Bill	110082	Paychex Invoice #2022110201; WK 45 Processing	4004 3 Contracted Payroll:Payroll Expenses	72.87
	11/06/2022	Bill	110270	HR Classroom; Split Charge from Bill #110622TH	4004 3 Contracted Payroll:Payroll Expenses	47.50
	11/21/2022	Bill	110115	Paychex Invoice #2022111601; WK 47 Processing Charges	4004 3 Contracted Payroll:Payroll Expenses	71.68
	11/17/2022	Bill	110212	Principal Health Insurance Invoice 11/17/22; Billing Period 12/1 - 12/31/22	4004 2 Contracted Payroll:Health Insurance	191.14
	11/06/2022	Bill	110150	Quick books	4053 Subscript., Memberships & Dues	200.00
	12/16/2022	Bill Payment (Check)	2952		0012 Cash - IA/RMSC	-6,748.00
	12/15/2022	Bill	110347	Payroll Period Ending 12/11/22; Pay Date 12/19/22, WK 51	4004 1 Contracted Payroll:Payroll	6,748.00
	12/23/2022	Bill Payment (Check)	2915		0012 Cash - IA/RMSC	-50.09
	12/02/2022	Bill	110375	Itemized Charges for Indeed Invoice #71387883	4046 Advertising	50.09
	12/30/2022	Bill Payment (Check)	2925		0012 Cash - IA/RMSC	-10,806.84
	12/29/2022	Bill	110582	Payroll Period Ending 12/25/22; Pay Date 1/3/23, WK 1	4004 1 Contracted Payroll:Payroll	6,951.14
	12/02/2022	Bill	110448	Time Budgeting - Paychex Inv #2939049	4004 3 Contracted Payroll:Payroll Expenses	7.60
				Indeed Monthly Subscription for Job Postings; Split Charge (\$120 per month, September -		
	12/01/2022	Bill	110551	December split with 26 users	4046 Advertising	18.46
	12/01/2022	Bill	110517	Time Budgeting ; Paychex Invoice #2843006	4004 3 Contracted Payroll:Payroll Expenses	8.39
	12/01/2022	Bill	110522	Constant Contact; Split Charge from Bill #110622th	4046 Advertising	71.25
	01/01/2023	Bill	110464	January 2023 Management Fees	4069 1 Contract Services:Management Fees	3,750.00
When To Work, Inc						
	12/09/2022	Bill Payment (Check)	2904		0012 Cash - IA/RMSC	-50.00
	11/30/2022	Bill	27933586-100-U-	Online Scheduling	4004 3 Contracted Payroll:Payroll Expenses	50.00
Total Expenses:						\$63,090.03



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Rink Management Services Corporation Safari Island Community Center Expenditures Incurred December 2022					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in December 2022							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in December 2022. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Safari Island Community Center. Attachments: 1. Safari Island Bills Applied Payments Dec '22.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Safari Island Fund (231)							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**Safari Island Community Center
Bills and Applied Payments
December 2022**

	Date	Transaction Type	Num	Memo/Description	Split	Amount
Cady Building Maintenance						
	12/16/2022	Bill Payment (Check)	4648		0012 Cash - SI/RMSC	-3,511.16
	12/01/2022	Bill	4985629	December 2022 Cleaning	4069 Contract Services	3,511.16
CD Products, INC						
	12/09/2022	Bill Payment (Check)	4641		0012 Cash - SI/RMSC	-214.75
	11/17/2022	Bill	80444	Ice Arena Glass Ad	4046 Advertising & Promotion	214.75
Dan Montague - Expense Reimbursement						
	12/30/2022	Bill Payment (Check)	4663		0012 Cash - SI/RMSC	-332.52
	12/20/2022	Bill	12.20.22		-Split-	332.52
Dan Montague - Petty Cash						
	12/09/2022	Bill Payment (Check)	4643		0012 Cash - SI/RMSC	-4.03
	11/30/2022	Bill	11.30.22	Weight room springs	4029 3 Maintenance & Repairs:Equipment Repairs	4.03
Grainger						
	12/30/2022	Bill Payment (Check)	4664		0012 Cash - SI/RMSC	-245.38
	12/06/2022	Bill	953504433	Repair Clamp	4023 2 Operating Supplies:Maintenance Supplies	245.38
Hillyard / Hutchinson						
	12/23/2022	Bill Payment (Check)	4658		0012 Cash - SI/RMSC	-51.14
	12/15/2022	Bill	700529087	Bag Vac Allergen Sealed Collar 10pk	4023 1 Operating Supplies:Building Supplies	51.14
Innovative Office Solutions, LLC						
	12/16/2022	Bill Payment (Check)	4649		0012 Cash - SI/RMSC	-1,277.19
	12/09/2022	Bill	IN4029304	Janitorial Supplies	4023 2 Operating Supplies:Maintenance Supplies	1,277.19
Johnson Fitness & Wellness						
	12/30/2022	Bill Payment (Check)	4665		0012 Cash - SI/RMSC	-469.00
	12/01/2022	Bill	21-072173	Retail Service Labor	4029 3 Maintenance & Repairs:Equipment Repairs	469.00
Kristi Sherlock - Expense Reimbursement						
	12/16/2022	Bill Payment (Check)	4650		0012 Cash - SI/RMSC	-20.02
	12/08/2022	Bill		Mileage to and from bank 10/25 - 11/4/22	4043 2 Travel & Entertainment:Travel & Mileage	20.02
Marcisak, Tom						
	12/09/2022	Bill Payment (Check)	4642		0012 Cash - SI/RMSC	-105.00
	11/28/2022	Bill	112822	Volleyball official 3 games \$35 each	4023 6 COGS - Operating:COGS - Reg., Programs & Lessons	105.00
	12/23/2022	Bill Payment (Check)	4659		0012 Cash - SI/RMSC	-175.00
	12/08/2022	Bill	12.8.22	Volleyball official 5 games \$35 each	4023 6 COGS - Operating:COGS - Reg., Programs & Lessons	175.00
Minneapolis Oxygen Company						
	12/16/2022	Bill Payment (Check)	4651		0012 Cash - SI/RMSC	-24.45
	12/01/2022	Bill	102184	Helium Rental	4023 4 COGS - Operating:COGS - Birthday Parties	24.45
Rink Management Services Corporation						
	12/09/2022	Bill Payment (Check)	4646		0012 Cash - SI/RMSC	-27,645.95
	11/06/2022	Bill	110265	HR Classroom; Split charge from Bill #110622th	4004 3 Contracted Payroll:Payroll Expenses	47.50
	11/02/2022	Bill	109767	Payroll Period Ending 10/30/22; Pay Date 11/7/22, WK 45	4004 1 Contracted Payroll:Payroll	24,655.29
	11/06/2022	Bill	110149	Quick Books	4053 Subscript., Memberships & Dues	200.00
	11/21/2022	Bill	110109	Paychex Invoice #2022111601; WK 47 Processing Charges	4004 3 Contracted Payroll:Payroll Expenses	573.44
	11/17/2022	Bill	110213	Principal Health Insurance Invoice 11/17/22; Billing Period 12/1 - 12/31/22	-Split-	211.59
	11/07/2022	Bill	110078	Paychex Invoice #2022110201; WK 45 Processing	4004 3 Contracted Payroll:Payroll Expenses	510.09
	11/07/2022	Bill	109976	Cigna Health Insurance Billing period 11/1 - 11/30/22	4004 2 Contracted Payroll:Health Insurance	1,448.04
	12/16/2022	Bill Payment (Check)	4652		0012 Cash - SI/RMSC	-29,421.28
	12/01/2022	Bill	109961	December 2022 Management Fees	4069 1 Contract Services:Management Fees	4,750.00

**Safari Island Community Center
Bills and Applied Payments
December 2022**

	Date	Transaction Type	Num	Memo/Description	Split	Amount
	12/01/2022	Bill	110188	Payroll Period Ending 11/27/22, pay date 12/5/22, WK 49	4004 Contracted Payroll	24,671.28
	12/23/2022	Bill Payment (Check)	4660		0012 Cash - SI/RMSC	-22,789.88
	12/15/2022	Bill	110341	Payroll Period Ending 12/11/22; Pay Date 12/19/22, WK 51	4004 1 Contracted Payroll:Payroll	22,789.88
	12/30/2022	Bill Payment (Check)	4666		0012 Cash - SI/RMSC	-25,700.28
	12/29/2022	Bill	110576	Payroll Period Ending 12/25/22; Pay Date 1/3/23, WK 1	4004 1 Contracted Payroll:Payroll	20,826.44
	12/02/2022	Bill	110442	Time Budgeting - Paychex Inv #2939049	4004 3 Contracted Payroll:Payroll Expenses	7.60
	12/01/2022	Bill	110547	Indeed Monthly Subscription for Job Postings; Split Charge (\$120 per month, September - December split with 26 users	4046 Advertising & Promotion	18.46
	12/01/2022	Bill	110513	Time Budgeting; Paychex Invoice #2843006	4004 3 Contracted Payroll:Payroll Expenses	8.39
	12/01/2022	Bill	110414	Work In Sports Job Slots; split charges from Bill #110622th	4046 Advertising & Promotion	53.30
	12/01/2022	Bill	110412	Indeed Job Posting Ad/Invoice #69998456 -split charges	4046 Advertising & Promotion	36.09
	01/01/2023	Bill	110463	January 2023 Management fees	4069 1 Contract Services:Management Fees	4,750.00
Shenk, Karen	12/16/2022	Bill Payment (Check)	4653		0012 Cash - SI/RMSC	-315.00
	12/08/2022	Bill	12.8.22	Pickleball intro class	-Split-	315.00
Staples Advantage	12/09/2022	Bill Payment (Check)	4645		0012 Cash - SI/RMSC	-9.12
	11/12/2022	Bill	8068252513	Call Bell	4023 3 Operating Supplies:Office Supplies	9.12
	12/16/2022	Bill Payment (Check)	4654		0012 Cash - SI/RMSC	-13.41
	12/01/2022	Bill	8068327885	24et cards	4023 3 Operating Supplies:Office Supplies	13.41
Venar, Andy	12/23/2022	Bill Payment (Check)	4661		0012 Cash - SI/RMSC	-386.58
	12/13/2022	Bill	2,002,109.00	Paid membership for two years after they thought they cancelled	3059 Reimbursements & Refunds	386.58
Waconia Ice Arena	12/16/2022	Bill Payment (Check)	4655		0012 Cash - SI/RMSC	-2,997.91
	11/29/2022	Bill	ST 10/22	Sales & Use tax payment for October 2022	-Split-	2,997.91
Watson Company	12/16/2022	Bill Payment (Check)	4656		0012 Cash - SI/RMSC	-223.54
	12/08/2022	Bill	130400	Concessions Inventory	-Split-	223.54
	12/23/2022	Bill Payment (Check)	4662		0012 Cash - SI/RMSC	-356.14
	12/21/2022	Journal Entry	vd chk 4607	to void check 4607; not received	-Split-	356.14
Welcome Neighbor Inc	12/16/2022	Bill Payment (Check)	4657		0012 Cash - SI/RMSC	-135.15
	12/01/2022	Bill	17100	New Neighbor packet	4046 Advertising & Promotion	135.15
When To Work, Inc	12/09/2022	Bill Payment (Check)	4647		0012 Cash - SI/RMSC	-98.00
	11/30/2022	Bill	22	For services through 10/28	4004 3 Contracted Payroll:Payroll Expenses	98.00
Total Expenses:						\$116,521.88



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Donation Acceptance - Cash Donation for Operations of the Fire Department					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-19, Accepting Cash Donations for Operations of the Fire Department							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Fire department staff received donations from various sources within the community. The following donations were received for operations of the fire department: Dale & Glennys Hilk \$40.00 Mary Carlson \$75.00 Cherrywood Townhome Association \$100.00 George & Carol Fink \$25.00 With the Council's acceptance of the donation, staff will recognize the donation as revenue in the fire department's 2022 budget since all donations were received within 2022. Attachments: 1. 2319res Donations_Received_Fire_01.17.23.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund - Fire (101)							
Budget Information:				Planning Commission			
☐ Budgeted				Parks and Recreation Board			
☒ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-19**

**RESOLUTION ACCEPTING CASH DONATION FOR OPERATIONS OF THE FIRE
DEPARTMENT**

WHEREAS, the City of Waconia is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and requests for the benefit of facilities, services and the development of programs to benefit residents pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
Dale & Glennys Hilk	Cash	\$40.00
Mary Carlson	Cash	\$75.00
Cherrywood Townhome Association	Cash	\$100.00
George & Carol Fink	Cash	\$25.00

WHEREAS, these donations have been contributed for the benefit of residents within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WACONIA, MINNESOTA, AS FOLLOWS:

1. The contribution described above is hereby accepted and acknowledged with gratitude.
2. Said contribution shall be used for the designated purposes.
3. That the Finance Director is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Waconia this 17th day of January, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 17, 2023
Item Name:	Woodland Creek 5th Addition Preliminary Plat and PUD Amendment
Originating Department:	Community Development
Presented by:	Ethan Nelson
Previous Council Action (if any):	Adopted Resolution 2022-208 approving the Woodland Creek 5th Addition Preliminary Plat and PUD Rezoning request on July 18th, 2022

Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2023-20 approving the Preliminary Plat and PUD Amendment titled Woodland Creek 5th Addition, which proposes the development of the property located at PID# 750250300 into 30 single family parcels.

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

BACKGROUND

Applicant: DDK Construction, Inc.

Owner(s): DDK Construction, Inc.

PID# 750250300

2040 Comprehensive Plan: M, Medium Density Residential

REQUEST

Tim Heiland, on behalf of the applicant and property owner, DDK Construction, Inc. is requesting approval of an amendment to the previously approved Woodland Creek 5th Addition Preliminary Plat Planned Unit Development that was submitted by Hartman Communities, LLC. The applicant is proposing 30 single-family lots with altered lot conditions and revised site improvements that differ from the approved Preliminary Plat and PUD approval.

APPLICABLE ORDINANCE PROVISIONS:

Section 900.05, Subd. 2.C - R-3, Medium Density Residential District Section

Section 900.05, Subd. 2.O - PUD, Planned Unit Development District

Section 900.06, Subd. 8 - Environmental Protection Regulations

Section 900.07 - Landscaping and Fencing

Section 900.08 - Performance Standards Section

Section 900.09 - Off-Street Parking, Loading, and Access Regulations Section

Section 900.10 - Sign Regulations

Section 900.12 - Administration, Enforcement and Procedures

Section 1000 - Subdivision Ordinance

PRELIMINARY PLAT REVIEW:

SUBDIVISION DESIGN FEATURES

The City of Waconia staff have reviewed the proposed amendments for the Woodland Creek 5th Addition residential development drafted by Westwood Professional Services, Inc. dated November 21, 2022. In tables 1.1-1.3 staff has broken down the proposed changes to lot conditions in addition to the analysis provided thereafter.

Table 1.1 - Approved vs Proposed Site Development Data

Development Standard	Existing	Proposed
----------------------	----------	----------

Villas	30 Villas w/ 55' wide lots	13 Villas w/ 53' wide lots & 17 Villas w/ 56' wide lots
Project Open Space	7.51 Acres	7.37 Acres
Developed Site Area	7.07 Acres	7.88 Acres
Gross Project Density	1.97 Units per Acre	1.97 Units per Acre
Net Project Density	2.47 Units per Acre	2.27 Units per Acre
Adjusted Net Density	4.24 Units per Acre	3.81 Units per Acre

Table 1.2 - Approved vs Proposed Villas

Lot Standards	Approved 55' Villas	Proposed 53'/56' Villas
Minimum Lot Area	6,383 Sq. Ft.	6,383 Sq. Ft.
Average Lot Area	8,512 Sq. Ft.	8,677 Sq. Ft.
Minimum Lot Width	55'	53'
Minimum Lot Depth	115'	125'
Setbacks		
Front	25'	25'
Side Interior Lot	7.5'/7.5', 15' TOTAL	7.5'/5', 12.5' TOTAL
Side Corner Lot	20'	20'
Rear	25'	25'
Impervious Coverage	50% Max	50% Max

Table 1.3 - Approved vs Proposed Outlots

Approved Outlot Table	Use	Ownership	Gross Area
Outlot A	Wetland/Open Space	City	1.05 AC
Outlot B	Wetland/Ponding/ Open Space	City	4.48 AC
Outlot C	Park	City	1.98 AC
Proposed Outlot Table			
Outlot A	Wetland/Open Space	City	1.05 AC
Outlot B	Wetland/Ponding/Open Space	City	4.34 AC
Outlot C	Park	City	1.98 AC

PRELIMINARY PLAT AMENDMENT ANALYSIS

Staff has reviewed the site amendments for alterations that are not applicable to tables above. Those items are summarized below:

1. Block 2, Lot 10 has been revised to be partially located within the 20' Wetland Buffer. Staff and the Planning Commission recommend this portion of Lot 10 be removed and included with Outlot A. Condition #2 reflects this recommendation.
2. Block 2, Lot 10 is also located significantly within the 50' Wetland Structure Setback and is the only lot in the development that does not show a contemplated location of a single-family home. The Planning Commission discussed the proposed lot with the applicant during their regular session on January 5th, 2023. The applicant indicated the future home may be slightly different than the other 29 lots, but was capable of meeting all applicable lot requirements.
3. The applicant has described the other 29 proposed residential lots with contemplated homes. It appears the proposed placement will meet applicable wetland and creek setbacks. Staff notes that the 50' structure

setbacks encroach significantly into Block 1, Lots 16-18 and Block 2, Lots 5-10. The applicant should make property owners aware of these requirements.

CONCLUSION

The Planning Commission, at their regular meeting on January 5th, 2023, held the required public hearing, reviewed the pertinent information and recommended approval of the proposed Woodland Creek 5th Addition Preliminary Plat and PUD Amendment application via a 5-0 vote. If the City Council chooses to approve the aforementioned land use application, the Planning Commission and staff would recommend the approvals with the following conditions:

1. The Woodland Creek 5th Addition Preliminary Plat shall be completed and approved as conditionally revised by the Planning Commission and City Council.
2. The proposed portion of Block 2, Lot 10 of Woodland Creek 5th Addition shall be revised to be removed from the 20' Wetland Buffer. The buffer area shall be part of Outlot A.
3. The applicant shall comply with all applicable requirements of the initial approvals of Woodland Creek 5th Addition, Resolution No. 2022-208

Attachments:

1. [2320res Woodland Creek 5th.doc](#)
2. [Location Map \(1 Page\).pdf](#)
3. [Woodland Creek 5th Preliminary Plat \(1 Page\).pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

ADVISORY BOARD RECOMMENDATIONS:

The Planning Commission recommended approval via a 5-0 vote during their regular session on January 5th, 2023

Budget Information:

_____ Budgeted
 _____ Non Budgeted
 _____ Amendment Required

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION NO. 2023-20**

**RESOLUTION APPROVING THE WOODLAND CREEK 5TH ADDITION
PRELIMINARY PLAT AND PUD AMENDMENT**

WHEREAS, Tim Heiland, on behalf of the applicant and property owner, DDK Construction, Inc. is requesting approval of an amendment to the previously approved Woodland Creek 5th Addition Preliminary Plat Planned Unit Development that was submitted by Hartman Communities, LLC.; and

WHEREAS, the property is legally described as PID# 750250300, Carver County, Minnesota; and

WHEREAS, Woodland Creek 5th Addition was initially submitted by Hartman Communities, LLC and approved by the City on July 18th, 2022; and

WHEREAS, DDK Construction, Inc. is proposing to amend the prior approval to allow altered lot setbacks, lot sizes and revised site improvements to accommodate their contemplated housing product for the development; and

WHEREAS, the Planning Commission and staff have reviewed the Preliminary Plat and PUD amendment and recommend approval of the Woodland Creek 5th Addition Preliminary Plat consisting of thirty (30) residential villa lots subject to the following conditions:

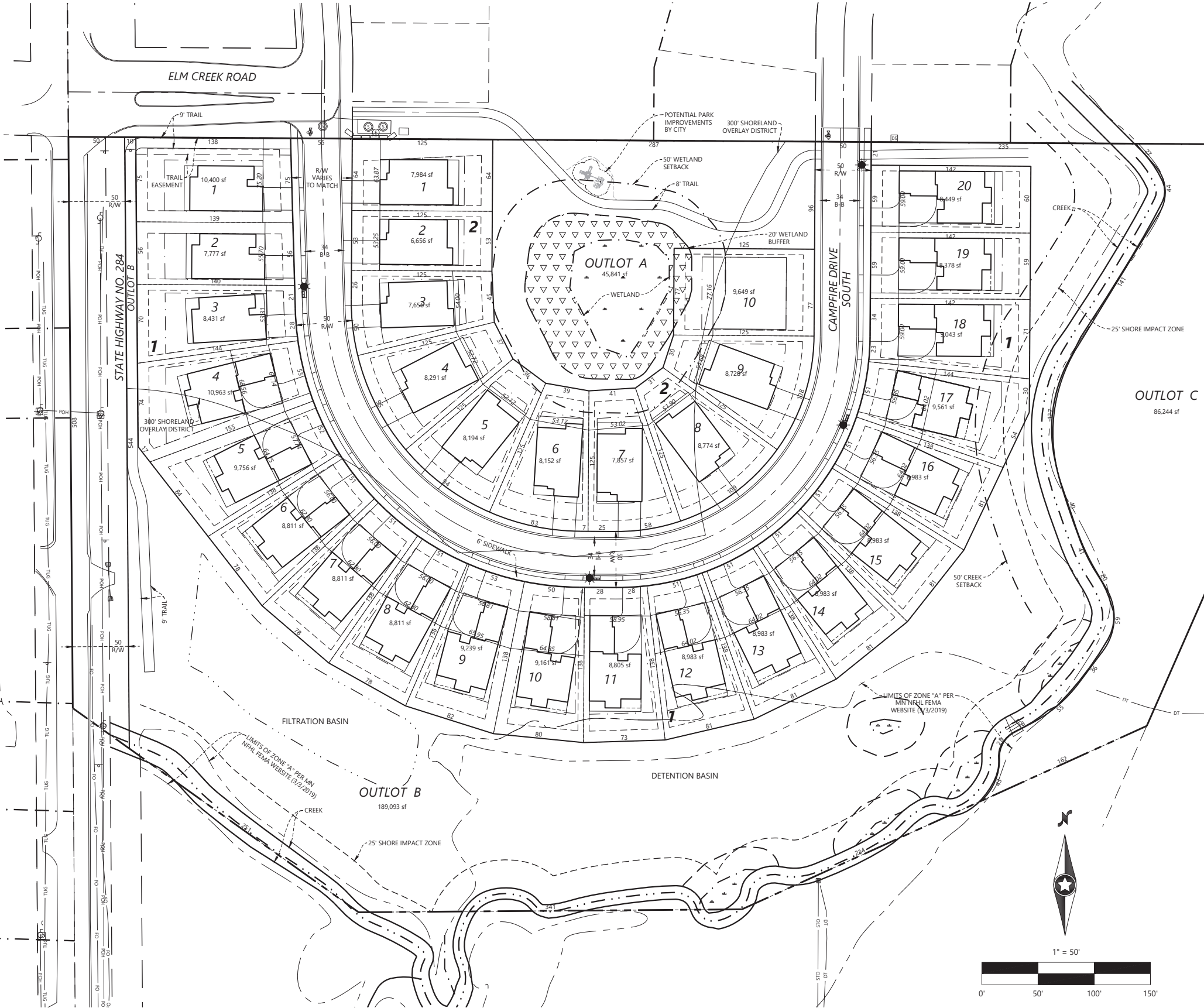
1. The Woodland Creek 5th Addition Preliminary Plat shall be completed and approved as conditionally revised by the Planning Commission and City Council.
2. The proposed portion of Block 2, Lot 10 of Woodland Creek 5th Addition that exists within the 20' Wetland Buffer shall be revised to be removed and included as part of Outlot A.
3. The applicant shall comply with all applicable requirements of the initial approvals of Woodland Creek 5th Addition, Resolution No. 2022-208

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the Woodland Creek 5th Addition Preliminary Plat and PUD Amendment application subject to the findings noted above.

Adopted by the City Council of the City of Waconia this 17th day of January, 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



PROPERTY DESCRIPTION

That part of the following described property:

That part of the Southwest Quarter of the Southwest Quarter of Section 25, Township 116 North, Range 25 West of the 5th Principal Meridian, which lies Westerly of the following described line:

Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence East along the South line of said Southwest Quarter of the Southwest Quarter a distance of 700 feet to the point of beginning of the line being described; thence deflecting left 90 degrees a distance of 230 feet; thence Northeasterly to a point on North line of said Southwest Quarter of the Southwest Quarter distant 150 feet Westerly, as measured along said North line, from the Northeast corner of said Southwest Quarter of the Southwest Quarter, and said line there ending.

Lying northerly of the following described line:

Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence South 89 degrees 33 minutes 49 seconds East, assumed bearing along the south line of said Southwest Quarter of the Southwest Quarter a distance of 700.00 feet; thence North 00 degrees 26 minutes 11 seconds East, a distance of 230.00 feet; thence North 23 degrees 43 minutes 01 seconds West, a distance of 616.05 feet to the point of beginning of the line to be described; thence South 05 degrees 37 minutes 45 seconds West, a distance of 395.52 feet; thence South 89 degrees 33 minutes 40 seconds West, a distance of 341.04 feet; thence North 54 degrees 28 minutes 40 seconds West, a distance of 312.54 feet to the west line of said Southwest Quarter of the Southwest Quarter and said line there terminating.

SITE DEVELOPMENT DATA

• EXISTING ZONING:	AG (TOWNSHIP)
• PROPOSED ZONING:	R-2 / PUD OVERLAY
• GROSS SITE AREA:	15.20 AC
STATE HIGHWAY 284:	0.60 AC
EXISTING WETLAND/CREEK:	0.69 AC
FLOODPLAIN (BEYOND EXISTING WETLAND/CREEK):	1.77 AC
• NET SITE AREA:	12.14 AC
• DEVELOPMENT SUMMARY	
53' VILLAS:	13 HOMES
56' VILLAS:	17 HOMES
TOTAL HOMES:	30 HOMES
• PROJECT OPEN SPACE:	7.37 AC (48%)
• SEE OUTLOT TABLE BELOW	
• DEVELOPED SITE AREA:	7.88 AC (Gross site, less R/W & Openspace)
• PROJECT DENSITY:	
GROSS:	±1.97 UN/AC
NET:	±2.47 UN/AC (30 un / 12.14 ac Net Site Area)
ADJUSTED NET:	±3.81 UN/AC (30 un / 7.88 ac Dev. Site Area)

LOT STANDARDS

STANDARD	VILLA
MINIMUM LOT AREA	6,656 SF
AVERAGE LOT AREA	8,677 SF
MINIMUM LOT WIDTH	53' @ FRT SBK
MINIMUM LOT DEPTH	125'
SETBACKS	
FRONT	25'
SIDE INTERIOR LOT	7.5' / 5'; 12.5' TOTAL
SIDE CORNER LOT	20'
REAR	25'
IMPERVIOUS COVERAGE	50% MAX

SITE LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		LOT LINE
		SETBACK LINE
		EASEMENT LINE
		CURB AND GUTTER
		TIP-OUT CURB AND GUTTER
		POND NORMAL WATER LEVEL
		RETAINING WALL

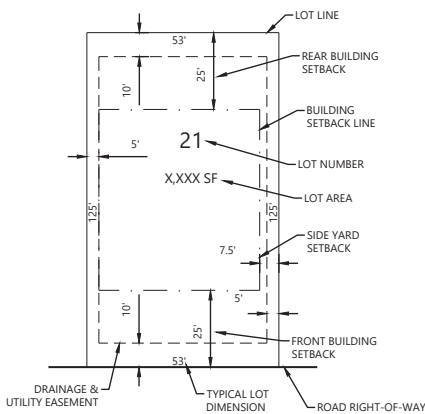
DEVELOPMENT NOTES

- ALL LOT DIMENSIONS ARE ROUNDED TO THE NEAREST FOOT.
- ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
- STREET NAMES ARE SUBJECT TO APPROVAL BY THE CITY.
- DRAINAGE AND UTILITY EASEMENTS SHALL BE PROVIDED AS REQUIRED.
- STREET WIDTHS ARE SHOWN FROM BACK OF CURB TO BACK OF CURB.

OUTLOT TABLE

OUTLOT	USE	OWNERSHIP	GROSS AREA
A	WETLAND / OPEN SPACE	CITY	1.05 AC
B	WETLAND / PONDING / OPEN SPACE	CITY	4.34 AC
C	PARK	CITY	1.98 AC

TYPICAL VILLA DETAIL



DESIGNED:	
CHECKED:	
DRAWN:	
HORIZONTAL SCALE:	50'
VERTICAL SCALE:	

INITIAL ISSUE:	11/21/22
REVISIONS:	
△	
△	
△	
△	
△	

PREPARED FOR:

DDK CONSTRUCTION

1560 BLUFF CREEK DRIVE
CHASKA, MINNESOTA 55318

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

CORY L. MEYER
DATE: 12/22/22 LICENSE NO. 26971

WOODLAND CREEK 5TH ADDITION

WACONIA, MINNEOTA

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

PRELIMINARY PLAT

PROJECT NUMBER: 0040992.00

SHEET NUMBER:

1 OF 1

DATE: 11/21/2022



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Prepare MnDNR Grant For Trail Improvements					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		December Adoption of Capital Improvement Plan and Operations Budget					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-21; Authorizing City Staff to Prepare and Submit a Minnesota Department of Natural Resources, MnDNR Grant for the Local Trail Program Specific to 2024 Capital Improvement Project 129-D, Trail, Sterling Hills to Waconia Parkway North/Hilks Lake							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Annually, the Minnesota Department of Natural Resources provides funding for Park, Natural Areas, and Trail Grant Programs with eligible applicants from counties, cities, and townships. Applications for Outdoor Recreation, Local Trail and Regional Trails are due by March 31st, 2023 for projects slated in calendar year 2024. As Council Members are aware we have programmed trail improvements on Hwy 10 between the Sterling Hills Development to Waconia Parkway North/Hilks Development for 2024. The estimated improvement costs based upon work within the road right of way are \$629,168.00 due to the topography, wetland, and needs for curbing of Hwy 10 to manage improvement spacing requirements. Improvements are exactly like those completed in 2018 on Hwy 10. These improvements will meet ADA requirements and Carver County design standards. The maximum amount the city may request of the Local Trail Connection program is \$250,000.00, and the city would need to match that amount at 25%, or \$62,500.00. As stated meeting the match based upon the project estimate shouldn't be a problem with 1,725 lineal feet of corridor trail improvements. As noted within the attached resolution the city must construct a 10' wide trail, sign, and maintain the trail for a period of 20-years. This trail link will be a major improvement for Waconia allowing for a direct link to Waconia Parkway North, enhance the ability to link and shorten the distance to the Dakota Regional Trail system. The project provides great value and meets concerns the community has with completing the loop of Lake Waconia long-term. Attached are three of seven of the plan sheets for this improvement. Wetland items have been reviewed and we will be looking at options for siting areas overlooking the wetland, trash receptacles and possibly lighting electrical or solar for this area. Staff recommends approval of this request to submit a grant application in efforts to off-set construction costs while reducing the financial impacts of the PIR fund for calendar year 2024.							
Attachments:							
1. 2321res MnDNR_Regional_Trail_Program_Res.doc 2. Trail Corridor and Profile.pdf 3. MnDNR Recreation Grants.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Cash							

Budget Information:	Planning Commission	
☒ Budgeted	Parks and Recreation Board	
☐ Non Budgeted	Safari Island Advisory Board	
☐ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2023-21**

**RESOLUTION AUTHORIZING CITY STAFF TO PREPARE AND SUBMIT A MINNESOTA
DEPARTMENT OF NATURAL RESOURCES, MnDNR GRANT FOR THE REGIONAL TRAIL
PROGRAM SPECIFIC TO 2024 CAPITAL IMPROVEMENT PROJECT 129-D; TRAIL,
STERLING HILLS TO WACONIA PARKWAY NORTH/HILKS LAKE**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, the City of Waconia supports the grant application made to the Minnesota Department of Natural Resources for the Regional Trail Program and is prepared to meet the Twenty-Five-Percent, 25% cash match; and

WHEREAS, the programmed trail construction consist of 1,725 LF of grade improved, boulevard separated 10’ wide paved asphalt trail; and

WHEREAS, the City of Waconia if awarded a grant by the Minnesota Department of Natural resources, the City of Waconia agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Waconia will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement; and

WHEREAS, the applicant; City of Waconia, has read the Conflict of Interest Policy contained in the Regional Trail Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application grant award; and

WHEREAS, the City Council of the City of Waconia names the fiscal agent for the City of Waconia for this project as: Craig Eldred, Public Services Director, City of Waconia, 201 South Vine Street, Waconia, MN 55387; and

WHEREAS, the City of Waconia hereby assures the Sterling Hills to Waconia Parkway North/Hilks Lake Trail will be maintained for a period of no less than 20 years.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City staff to prepare and submit a Minnesota Department of Natural Resources, MnDNR Grant for the Regional Trail Program specific to 2024 Capital Improvement Project 129-D; Trail, Sterling Hills to Waconia Parkway North/Hilks Lake

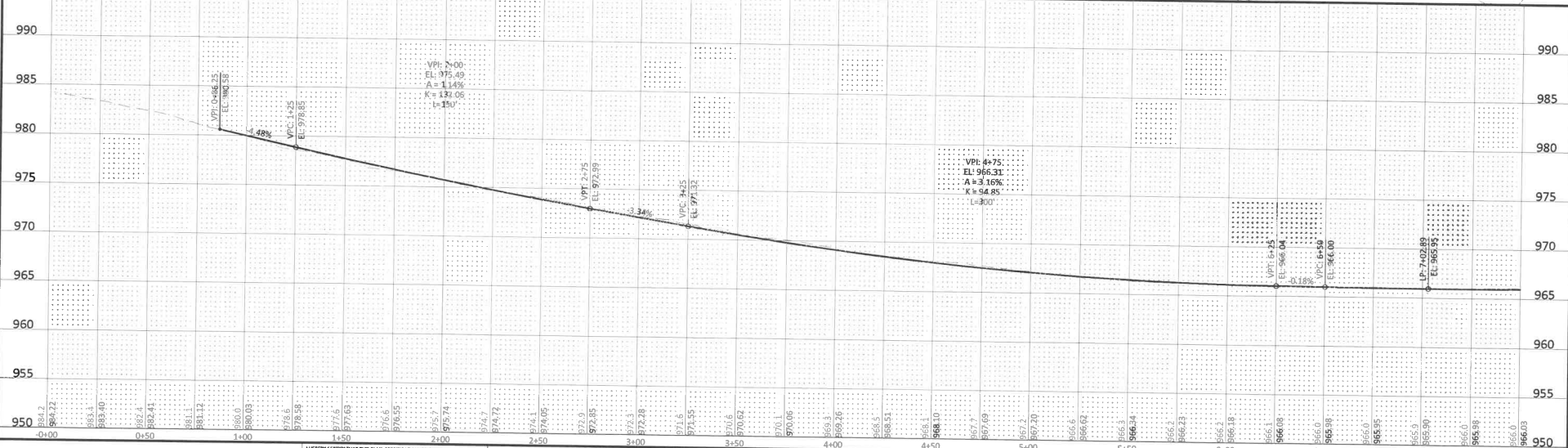
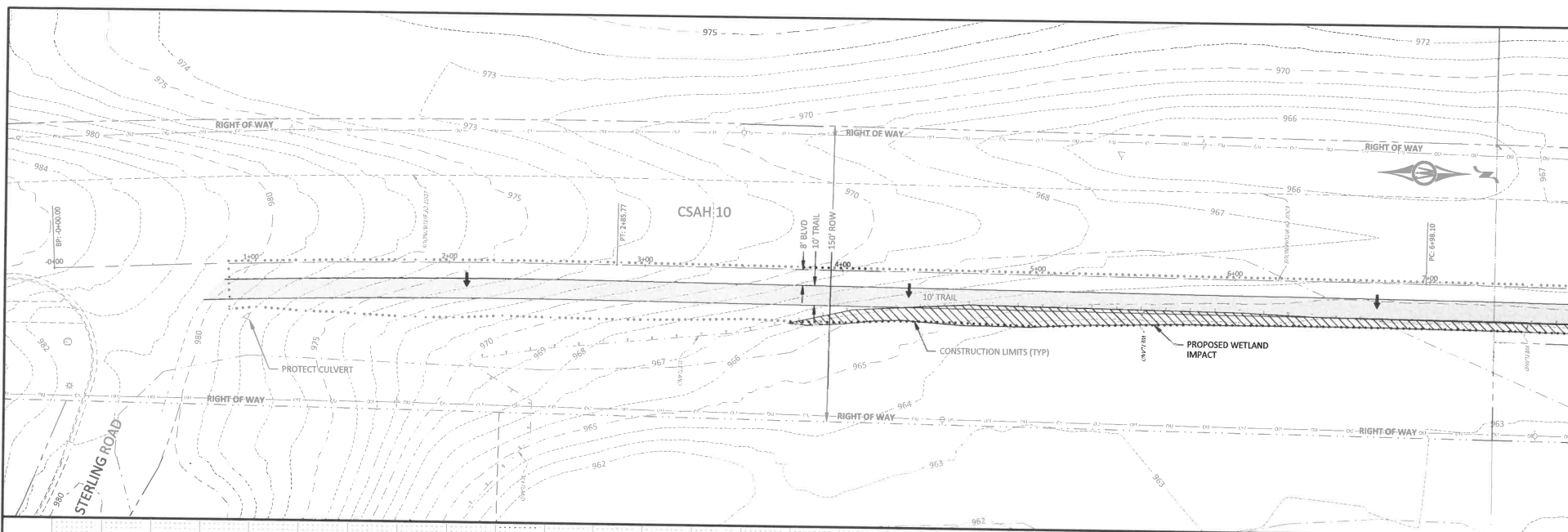
Adopted by the City Council of the City of Waconia this 17th day of January, 2023.

Nicole Waldron, Mayor

Attest: _____

Jackie Schulze, City Clerk

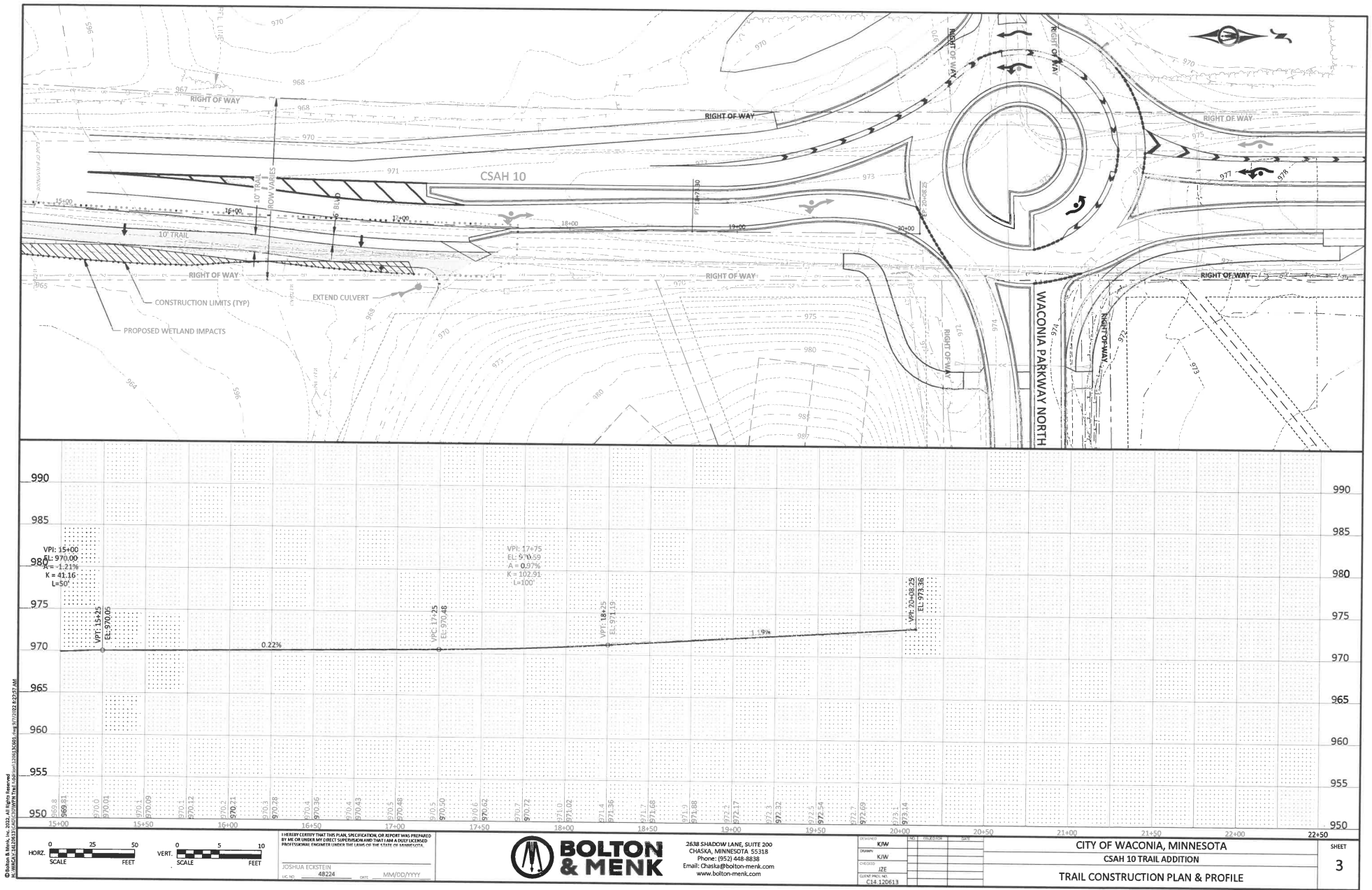
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0 25 50
 SCALE FEET
 0 5 10
 SCALE FEET
 HORIZ. SCALE VERT. SCALE
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 JOSHUA ECKSTEIN
 MINN. REG. NO. 48226
 MM/DD/YYYY

BOLTON & MENK
 2630 SHADOW LAKE, SUITE 200
 CHASKA, MINNESOTA 55318
 Phone: (952) 448-8838
 Email: Chris@bolton-menk.com
 www.bolton-menk.com

PROJECT	CITY OF WACONIA, MINNESOTA	SHEET 1
DRAWN	CSAH 10 TRAIL ADDITION	
CHECKED	TRAIL CONSTRUCTION PLAN & PROFILE	
DATE	1/17/2023	



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 11/22/2023 11:23:57 AM
 WACONIA PARKWAY NORTH, CHASKA, MINNESOTA

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JOSHUA ECKSTEIN
 LC NO. 48224
 DATE: MM/DD/YYYY



2638 SHADOW LANE, SUITE 200
 CHASKA, MINNESOTA 55318
 Phone: (952) 448-8838
 Email: Chaska@bolton-menk.com
 www.bolton-menk.com

DESIGNED BY	KW
CHECKED BY	KW
DATE	
SCALE	
PROJECT NO.	C14-120613

CITY OF WACONIA, MINNESOTA
 CSAH 10 TRAIL ADDITION
 TRAIL CONSTRUCTION PLAN & PROFILE

SHEET
 3

Funding

Park, Natural Areas, and Trail Grant Programs

Grants to increase and enhance outdoor recreation facilities in local and community parks throughout the state.

Agency: Minnesota Department of Natural Resources (MnDNR)

Eligible Applicants: Counties, cities, and townships.

Application Due: 03/31/2023

Funding Source: State

Type: Grant

Program Name: Outdoor Recreation

Amount Available: Potentially up to \$1,100,000

Matching Requirement: 50%

Program Website: https://www.dnr.state.mn.us/grants/recreation/outdoor_rec.html

Overview

The Outdoor Recreation Grant Program provides matching grants to local units of government for up to 50% of the cost of acquisition, development, and/or redevelopment of local parks and recreation areas.

Program Name: Local Trail Connection

Amount Available: \$250,000 Maximum, \$5,000 Minimum

Matching Requirement: 25%

Program Website: https://www.dnr.state.mn.us/grants/recreation/trails_local.html

Overview

This program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. The primary purpose is to complete connections where people work or live to significant public resources such as parks, historical areas, or other trails.

Program Name: Regional Trail

Amount Available: \$300,000 Maximum, \$5,000 Minimum

Matching Requirement: 25%

Program Website: https://www.dnr.state.mn.us/grants/recreation/trails_regional.html

Overview

The program is intended to accelerate the development of long-distance recreational trails that are destinations, in essence to create significant new recreation trails. The primary purpose of this program is to promote the development of regionally significant trails that are developed by local units of government trails outside the seven-county metropolitan area.

Application Process

The completed application is **due March 31, 2023**. If you would like feedback on your application, please submit it by March 10, 2023. Applications are submitted electronically via email.

Additional Resources

Bolton & Menk, Inc. Internal Resource: Teresa Burgess, P.E., (MN, IA, SD, TN) CPESC, Senior Project Engineer



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Winter Parking Towing Charge					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		None					
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-17, Authorizing Staff to Complete Collection or Alterations to Winter Parking Violations of Towing and Storage Fees							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The city's winter parking regulations prohibit parking on city streets and parking lots between the hours of 2:00 a.m. and 6:00 a.m. in the downtown core. Violations of this ordinance are subject to ticketing and/or towing. The following individuals were prepared to come before City Council in hopes of elimination of fees associated with winter parking regulations. 1. Mr. Moses Omagwn, is seeking reduction of the towing and impound charge of \$368.00. Said vehicle was removed from 435 5th Street West on Dec. 20th, 2022 at 3:45 a.m. 2. Mr. Phillip Bossart is seeking reduction of the towing and impound charge of \$368.00, plus, 7 days of storage valued at \$280.00, or the total of \$648.00. Said vehicle was removed from Lot One near Domino's on Dec. 14, 2022 at 4:34 a.m. 3. Mr. Jerimiah Hartmann is seeking reduction of towing and impound charge of \$368.00. Said vehicle was removed from Olive and First Street parking lot, (Theater) on Dec. 26, 2022 at 3:00 a.m. 4. Mr. Jason Tollefsnd is seeding reduction of towing and impound charge of \$360.00. Said vehicle was removed from Vine and Main Street on Jan. 9th, 2023 at 4:00 a.m. 5. Ms. Traci Carlson is seeking reduction of towing an impound charge of \$368.00. Said vehicle was removed from 141 Main Street on January 9th, 2023 at 3:30 a.m. Each vehicle was removed based upon City Ordinance. Staff are not authorize to provide waiver or refund as the vehicles were legally towed and ticketed for violation of the winter parking regulations and the city was engaged in snow removal operations at the time. Parking citations are payable to Carver County. The tow and impound charge is as follows: \$160 towing & Administration fee, Colony Plaza, \$83 City Administration fee, and \$40 daily storage fee. All fees yet to be collected by the City at the time the vehicle was retrieved was at Public Services by the vehicle owner with the City. If any relief from this fee is approved by the City Council the adjustments will be rectified with the vehicle owner. The city will not be eligible to recoup any of the \$160.00 in fees completed by Colony Plaza and the reductions or decision by Council will be completed with the individuals as directed. Reductions in fees would be issued from the city general fund.							
Attachments:							
1. 2023 Resolution Format Towing_Jan 17.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund							
Budget Information:				Planning Commission			

☐	Budgeted	Parks and Recreation Board	
☒	Non Budgeted	Safari Island Advisory Board	
☐	Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2023-**

**RESOLUTION AUTHORIZING STAFF TO COMPLETE COLLECTION OR
ALTERATIONS TO WINTER PARKING VIOLATIONS OF TOWING AND
STORAGE FEES**

WHEREAS, City Ordinance 634.01, Subd, 2 regulates parking of vehicles on city streets during the winter months to allow for efficient and safe snow removal operations; and

WHEREAS, the following individuals requested to speak with Council concerning their fees associated with towing and storage; and

1. Mr. Moses Omagwn Fee; \$368.00
2. Mr. Phillip Bosshart Fee; \$648.00
3. Mr. Jerimiah Hartmann Fee; \$368.00
4. Mr. Jason Tollefsnd Fee; \$368.00
5. Ms. Traci Carlson Fee; \$368.00

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City staff to complete collection or alterations to winter parking violations of towing and storage fees.

Adopted by the City Council of the City of Waconia this 17th day of January, 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Resident Appeal to City Ordinance 410 - General Water System Provisions/City Ordinance 1100 - Fees					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	☐ Consent	☐	☐ Regular Session	☒ X	☐ Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-22, Authorizing Staff to Complete Utility Bill Account Adjustment for 1988 Fountain Lane							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
City staff have received a request for a billing adjustment related to a leak that is outside staff approval. Ultimately the resident is asking for a sewer override outside of the summer pro-rated fee structure. The resident at 1988 Fountain Lane found an outside faucet to have been left on for several days until being caught on December 9th. Staff can confirm that based on Neptune software reports that higher than normal use was shown during this period. The resident is requesting a billing adjustment to the sewer line only. The water use for this billing period (11/23/22 - 12/22/22) was 24,000 gallons. The resident is requesting that the sewer use be billed at 12,000 gallons versus 24,000 gallons. The resident is basing 12,000 gallons on that being their known highest use since purchasing the property. Staff can confirm that the average use is 5,000 gallons which is lower than the requested consumption override. The resident has provided pictures of the ice build up in the outside faucet area to help justify his request that the water did not go down the sewer. The current sewer charges related to 24,000 gallons of use is \$165.26. If the requested adjustment is approved; this would result in an adjustment of \$81.96 and a total of \$83.30 in sewer charges. The City Council may choose to approve or deny the resolution.							
Attachments:							
1. 2322res_Adjustment_to_Utility_Bill.doc 2. Email Request - 1988 Fountain Lane.pdf 3. 1988 Foundatin Lane picture.jpg							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
☐ Budgeted				Parks and Recreation Board			
☒ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-22**

**RESOLUTION AUTHORIZING STAFF TO COMPLETE UTILITY BILL ACCOUNT
ADJUSTMENT FOR 1988 FOUNTAIN LANE**

WHEREAS, City staff have received a request from the resident at 1988 Fountain Lane for a sewer use billing adjustment related to a leak

WHEREAS, this billing adjustment is outside of the City's Ordinance 1100 fee structure and staff approval

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City staff to adjust utility bill account #754490320.001 by decreasing sewer revenue by \$81.96 and sewer consumption by 12,000 gallons.

Adopted by the City Council of the City of Waconia this 17th day of January, 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

Amanda Ortloff

From: Shane Fineran
Sent: Wednesday, January 4, 2023 2:52 PM
To: Amanda Ortloff
Subject: FW: 1988 Fountain Lane - Water Bill
Attachments: 1988 Fountain - December Water Bill.pdf

From: Jon Vesta <vesta005@umn.edu>
Sent: Wednesday, January 4, 2023 10:21 AM
To: Shane Fineran <sfineran@waconia.org>
Cc: City Council Members <CityCouncilMembers@waconia.org>
Subject: Re: 1988 Fountain Lane - Water Bill

Hi Shane,

Thank you for emailing me back. I would be more than willing to attend the meeting on the 17th. Attached is the photo I took as soon as I noticed the leak on December 9th. It was a leak in the hose so there was no repair invoice as the faucet was just turned on and the hose was spraying.

I am more than willing to discuss further prior to the meeting if any of you have questions.

Thanks!

Jon Vesta
612-403-7541



On Tue, Jan 3, 2023 at 4:05 PM Shane Fineran <sfineran@waconia.org> wrote:

Jon,

This is something that the City Council will have to consider at a regular meeting. If you can please send along the pictures and any documentation that you might have related to the leak repair, if any, would be helpful as well. The next regularly scheduled meeting for the City Council is on January 17th. Is this a meeting you would be able to attend?

Thank you,

Shane Fineran
City Administrator
[201 S Vine Street](#)
[Waconia, MN 55387](#)
sfineran@waconia.org
952-442-3100 (office)
952-820-5872 (cell)

From: Jon Vesta <vesta005@umn.edu>
Sent: Tuesday, January 3, 2023 11:01 AM
To: City Council Members <CityCouncilMembers@waconia.org>
Subject: 1988 Fountain Lane - Water Bill

Hello Council Members,

Please see the attached water bill for my home at [1988 Fountain Lane](#). I am requesting that you review and see that historically my family and I have only used 6-8,000 units each month and the 24,000 represented on this bill was due to a leak in one of my outside faucets that I did not catch for many days. I am requesting that an adjustment be made to the Sewer line item. Leaving all charges the same but just lowering the sewer usage from 24,000 to 12,000 which I believe is the most we have ever used in any month.

I would be willing to provide additional images of the ice formation on the side of my house if that would help justify this adjustment.

Thank you for your time.

Jon Vesta





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Ordinance 756, Amending Chapter 630 of municipal code					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Ordinance 756, Amending Chapter 630 of municipal code and summary publication.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
In work session on January 3rd, the City Council discussed downtown parking and the availability of "safe harbor" parking during the winter months. It was noted that informally the lower level of Lot #7 has been communicated informally by staff to interested parties that this is a parking area in which the city will not ticket or tow from due to being sheltered from ice and snowfall. The City Council directed that they would like this codified as a "safe harbor" parking area and communicated to downtown businesses and patrons. In response, the attached ordinance has been drafted to amend Chapter 630 to exempt the lower level of Lot #7 from winter parking restrictions. Attachments: 1. Ord756_Amendment_Chaper_630_Parking.docx 2. Lot #7 Map.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
None							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
ORDINANCE NO. 756**

**AN ORDINANCE AMENDING CHAPTER 630 REGARDING PARKING
REGULATIONS**

The City Council of the City of Waconia ordains:

FINDINGS AND PURPOSE

The City of Waconia has created rules for parking as part of the Waconia City Code. During major snow events, at any time of year, the City needs the ability to clear the streets for the purpose of safe and efficient snow removal. The purpose of this ordinance is to amend Chapter 630 to include provisions that provide for parking in specific public parking lots that will not interfere with snow removal operations and will not be in violation of winter parking regulations.

AMENDMENTS

Chapter 630, *Parking Regulations*, is amended as follows:

Section 634.01, Subd 5, Alleys, Sidewalks, and Public Grounds will be renumbered Subd. 6

Section 634.01, Subd. 5, is amended to read as follows:

Subd. 5. Exceptions to Parking Lots. Parking in the public parking Lot #7 lower level located at 141 Main Street West described in Subd. 4., shall not apply, and instead parking will be allowed between the hours of 2:00 a.m. and 6:00 a.m. from November 1 to April 1 of each winter season. Vehicles parked in the lower level of Lot #7 shall comply with parking regulations described in 630.03, Subd. 3. always.

SUMMARY

The following official summary of Ordinance No. 756 has been approved by a four-fifths vote of the City Council of the City of Waconia as clearly informing the public of the intent and effect of the Ordinance:

AN ORDINANCE AMENDING CHAPTER 630 REGARDING PARKING REGULATIONS adds provisions allowing for parking on the lower level of Lot #7 during winter parking restrictions during the hours of 2:00 a.m. and 6:00 a.m. from November 1st to April 1st.

The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, 201 South Vine Street, Waconia, and shall be posted by law. Any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

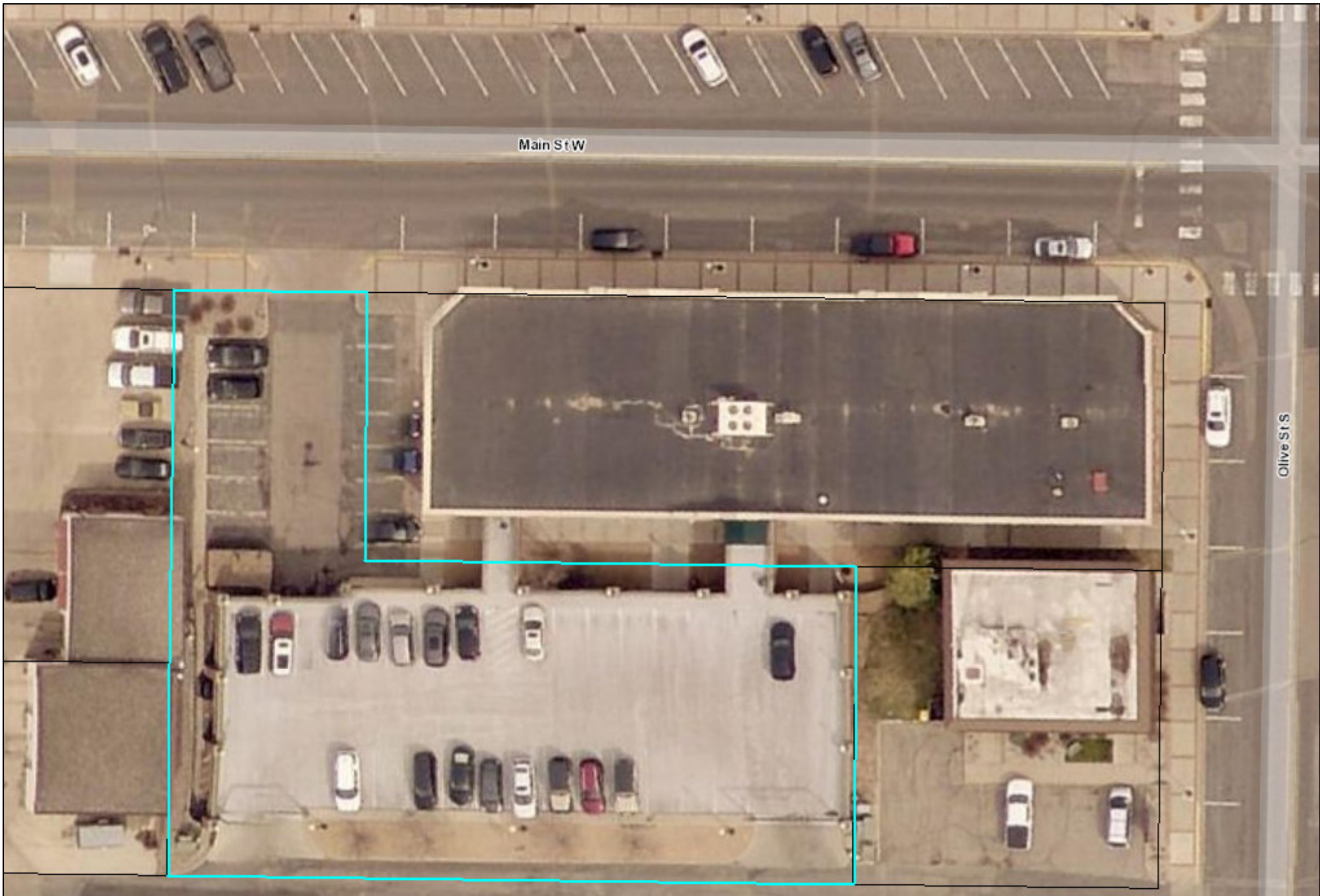
EFFECTIVE DATE

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this 17th day of December, 2018.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



Main St W

Olive St S



City of Waconia

201 Vine Street South, Waconia, MN 55387

Lot #7 - 141 Main St W

January 2023



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 17, 2023					
Item Name:		Job Descriptions and Recruitment Authorization for Utility and Street Maintenance Lead Positions					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):		December 19, 2022: Table to January 17, 2023 Meeting					
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion adopting job description and authorizing recruitment for the Utility and Street Maintenance Lead positions.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
A stable, capable workforce is one of the City of Waconia's strategic priorities. As part of this priority, the City conducted an organizational study in 2022 to assist us in planning our human capital needs over the next six years. Through this study, the recommendation of hiring division leads in the streets, parks, and utilities division was made. Division leads will serve as a liaison between the supervisors and the utility maintenance staff, and spend the majority of their time in the field leading projects, but also a percentage of their time in the office. This, in turn, should free up some of the supervisor's time to work on higher level projects and planning within the respective division. The Utility Maintenance Lead position is programmed for a January 1, 2023 start date as part of the 2023 budget. The goal is to begin recruitment internally shortly after approval and authorization. The pay scale for the Utility Maintenance Worker Lead position is below: • Step 1: \$35.90 • Step 2: \$36.95 • Step 3: \$38.01 • Step 4: \$39.06 • Step 5: \$40.12 • Step 6: \$41.17 • Step 7: \$42.23 The Street Maintenance Lead position was programmed for a January 1, 2023 start date as part of the 2023 budget. The goal is to begin recruitment internally shortly after approval and authorization. The pay scale for the Street Maintenance Lead is below: • Step 1: \$34.47 • Step 2: \$35.48 • Step 3: \$36.50 • Step 4: \$37.51 • Step 5: \$38.52 • Step 6: \$39.54 • Step 7: \$40.55 Attached are the lead position job descriptions. <u>Attachments:</u>							

1. [Utilities Lead 2023.pdf](#)
2. [Street Maintenance Lead 2023.pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

☒ Budgeted
☐ Non Budgeted
☐ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other



JOB DESCRIPTION

Utilities Maintenance Lead

Job Title

Public Services

Department

January 2023

Date

Non-exempt

Status

Utilities Supervisor

Title of Immediate Supervisor

Full Time/40 hours per week

FT/PT Hours per Week

Supervision Exercised: None, provides work direction and assignments to Utility Maintenance Workers and Seasonals

PRIMARY OBJECTIVES:

Under the direction of the Utilities Supervisor, serve as Utilities Maintenance Lead to provide work direction to all "Non-Exempt" Utilities Maintenance employees, both full time and seasonal employees in the Utilities department. The Utility Maintenance lead will assist the Utilities Supervisor in the coordination, planning and direction of a comprehensive operational and maintenance program for the City's water, wastewater utilities, and equipment in a manner that will ensure the safe, economical, and efficient operation of the Public Services Department.

The Utility Maintenance Lead will also help to delegate crew assignments and participate in the completion of tasks and projects associated with the maintenance, construction and repair of equipment, facilities and properties which are a part of Public Services and the City of Waconia.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Utilities Supervisor in planning, scheduling, directing, assigning, and participating in daily maintenance and operations of municipal water, sewer, and storm sewer systems.
- Coordinate and cooperate with contractors, sub-contractors, and inspectors to provide the most feasible and economical completion for City projects.
- Become well versed and proficient with the operation of all equipment and have the capability to train department personnel in its efficient and safe operation.
- Oversee and inspect job sites to determine work progress, changing priorities, problems, hazards and material and equipment needs.
- Adhere to safety policies and procedures established by the Federal, State, City, Manufacturers, and other applicable laws.
- Perform and ensure completion of utilities maintenance projects including sewer line jetting, water, storm sewer, equipment, and other facilities as needed.
- Communicate with supervisor to resolve maintenance problems and recommend measures to improve operations and conditions of machines and equipment.

- Be a resource to Utility Maintenance Worker employees with questions or concerns. Identify training opportunities for employees. Train new hires in on the job.
- Inspect water treatment facilities. Perform a variety of water testing and record results of testing.
- Manage time off and approve timecards in absence of Utility Maintenance Supervisor.
- Assist in the repair and excavation of water and sewer mains, replace water and sewer lines, and respond to water and sewer breaks or complaints during and after normal working hours. Perform inspection and repair to a wide variety of valves and curb boxes.
- Inspect, troubleshoot, maintain, and monitor lift stations.
- Operate treatment facility and lift stations under emergency conditions during inclement weather.
- Assist with snowplowing and other winter maintenance operations.
- Assist Utilities Maintenance Workers with job duties outlined in the Utility Maintenance Worker job description.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Ability to operate all light equipment, all heavy equipment, and vehicles in a safe and efficient manner.
- Ability to perform minor vehicle and equipment repair.
- Ability to plow snow and undertake ice control measures on streets, sidewalks, and other public property.
- Ability to maintain water and wastewater systems using all appropriate equipment at Public Services.
- Ability to demonstrate initiative and independence to complete the assigned work and responsibilities using available resources effectively and efficiently.
- Ability to direct, supervise, provide constructive criticism, and train employees with courtesy and professionalism.
- Ability to carry out detailed but uninvolved written or verbal instructions. Ability to apply sound judgment and logic to deal with problems involving a few concrete variables in standardized situations.
- Ability to review and interpret blueprints and construction drawings.
- Ability to write simple correspondence and effectively present information to supervisors, subordinates, government agencies, contractors, and the public.
- Ability to prepare reports and effectively communicate, verbally and in writing, with residents, contractors, and supervisor.
- Ability to respond to citizen concerns and complaints by answering questions and providing information, direction, and assistance.
- Ability to maintain accurate and up-to-date records.
- Ability to operate various hand and power tools.
- Normal working hours: Monday – Friday, 6:30 a.m. to 3:00 p.m. Ability to work extended hours, including weekends, holidays, be on call and respond to calls during non-working hours as needed.
- Ability to attend work punctually and regularly.

OTHER DUTIES AND RESPONSIBILITIES:

- Provide occasional assistance to Mechanic, Streets, Facilities, and Parks projects.
- Perform other duties and assume responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED), and three years' experience in public services or construction field, with a minimum of three years' experience in public utilities operation and maintenance, or equivalent combination of education and experience.
- Ability to speak, read, write, and comprehend the English language.

Utility Maintenance Lead
January 2023

- Ability to use all computer management systems for Public Services and the City.
- Proficient in establishment of work zone, flagger.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to socially, physically and mentally perform all essential functions under working conditions as described herein.
- Must successfully pass and comply with DOT drug and alcohol testing regulations.
- Desire to attend supervisor, management, and other related training seminars.
- This position requires response to work be within 30 minutes from notification.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

- Public Works Certificate or Ability to obtain Public Works Certificate within five full semesters of appointment date
- Class A CDL with tanker and air brake endorsement or ability to obtain within six (6) months of appointment, a Minnesota Class “A” Commercial Driver License (CDL).
- Possess a Class D Water Operators Certificate and S-D Wastewater Collection Certificate. If no certificate is currently held, must obtain within 6 months of hire.
- Possess or ability to obtain Class “C” Water Operators Certificate within one year of assuming position and Class “S-C” Wastewater Collection Certificate within one year of assuming position.
- Possess or ability to obtain within 30 months (after obtaining a “C” certificate), a Class “B” Water Operators Certificate issued by the Minnesota Department of Health. Ability to work towards A licensure as appropriate or necessary.
- Possess or ability to obtain within 30 months (after obtaining a S-C Collection Certificate) a Class “S-B” Wastewater Collection Certificate issued by the Minnesota Pollution Control Agency.
- National Incident Management System Training within two years of hire
- Confined Space/Shoring and Trenching within two years of hire

PHYSICAL DEMANDS:

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle or feel objects, tools or controls, and talk and hear. The employee will be required to walk, stand, reach with their hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste and smell. The employee must occasionally lift and or move material up to 75 pounds. Work with exposure to loud noises from operating equipment.
- Specific vision abilities required of this position include close vision, distance vision, peripheral vision, depth perception, ability to distinguish colors and the ability to adjust and focus.

WORK ENVIRONMENT:

- The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and confined spaces. The employee is occasionally exposed to extreme hot and cold as well as other types of inclement weather conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock and vibration. The employee will be required to use personal protective equipment under appropriate circumstances.
- The noise level in the office area is usually moderate. The employee may be exposed to loud noises from operating equipment and machines in the shop area and under field conditions.

NON-DISCRIMINATION POLICY:

The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status regarding public assistance.

(These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Waconia reserves the right to change and/or eliminate all job duties if needed. This position is subject to drug and alcohol testing.)

JOB DESCRIPTION

Street Maintenance Lead

Job Title

Public Services

Department

January 2023

Date

Non-exempt

Status

Street Maintenance Supervisor

Title of Immediate Supervisor

Full Time/40 hours per week

FT/PT Hours per Week

Supervision Exercised: None, provides work direction and assignments to Street Maintenance Employees and Seasonals

PRIMARY OBJECTIVES:

Under the direction of the Street Maintenance Supervisor, provide work direction to all street maintenance employees on assignments related to streets, alleys, streetlights, signs, traffic systems, ADA compliance, and storm reuse.

Assist the Street Maintenance Supervisor in the coordination, planning and direction of a comprehensive operational and maintenance program for the City's streets, alleys, streetlights, storm water, and equipment in a manner that will assure the safe, economical, and efficient operation of the Public Services Department.

Delegate crew assignments and participate in the completion of tasks and projects associated with the maintenance, construction and repair of equipment, facilities and properties which are a part of Public Services and the City of Waconia.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Street Maintenance Supervisor in the coordination, planning, scheduling, directing, assigning, and participating in daily maintenance of streets, alleys, streetlights and storm sewers infrastructure maintenance.
- Coordinate and cooperate with contractors, sub-contractors, and inspectors to provide the most feasible and economical completion for projects.
- Become well versed and proficient with the operation of all equipment and have the capability to train department personnel in efficient and safe operation of equipment and vehicles.
- Oversee and inspect job sites to determine work progress, changing priorities, problems, hazards and material and equipment needs.
- Assist in development and enforcement of policies, procedures and practices that ensure safety and efficiency in the workplace.
- Adhere to safety policies and procedures established by the Federal, State, City, Manufacturers, and other applicable laws.
- Perform preventive maintenance and repair on streets, storm sewer, equipment, and other facilities as needed.

- Requisition tools, equipment, material, personnel and supplies as needed to ensure safe and efficient completion of assigned tasks.
- Be a resource to street maintenance employees with questions or concerns. Identify and promote training opportunities within the street maintenance division.
- Assist with snowplowing and other winter maintenance operations.
- Assist Street Maintenance Workers with job duties outlined in the Street Maintenance Worker job description.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Ability to operate all light equipment, all heavy equipment, and vehicles in a safe and efficient manner.
- Ability to perform minor vehicle and equipment repair.
- Ability to plow snow and undertake ice control measures on streets, sidewalks, and other public property.
- Ability to maintain streets, sidewalks, walkways, street signs using all appropriate equipment at Public Services.
- Ability to demonstrate initiative and independence to complete the assigned work and responsibilities using available resources effectively and efficiently.
- Ability to direct, supervise, provide constructive criticism, and train employees with courtesy and professionalism.
- Ability to carry out detailed but uninvolved written or verbal instructions. Ability to apply sound judgment and logic to deal with problems involving a few concrete variables in standardized situations.
- Ability to review and interpret blueprints and construction drawings.
- Ability to write simple correspondence and effectively present information to supervisors, subordinates, government agencies, contractors, and the public.
- Ability to prepare reports and effectively communicate, verbally and in writing, with residents, contractors, and supervisor.
- Ability to respond to citizen concerns and complaints by answering questions and providing information, direction, and assistance.
- Ability to utilize computer systems for maintaining compliance documents, accurate and up-to-date records.
- Knowledge of computer guided asset management systems.
- Ability to operate various hand and power tools.
- Normal working hours: Monday – Friday, 6:30 a.m. – 3:00 p.m. Ability to work extended hours, including weekends, holidays, be on call and respond to calls during non-working hours as needed.
- Ability to attend work punctually and regularly.

OTHER DUTIES AND RESPONSIBILITIES:

Provide assistance to Mechanic, Utilities, Facilities, and Parks on varied improvement projects. Collaborate with all departments and divisions of the City. Partner with leads and supervisors of all Public Services divisions.

Street Maintenance Lead
January 2023

Perform other duties and assume responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED), and five years' experience in public services or construction field, with a minimum of three years' experience in street construction and maintenance, or equivalent combination of education and experience.
- Successful completion of aptitude testing covering areas outlined in this job description.
- Ability to speak, read, write, and comprehend the English language.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to socially, physically, and mentally perform all essential functions under working conditions as described herein.
- Must successfully pass and comply with DOT drug and alcohol testing regulations.
- Desire to attend supervisor, management, and other related training seminars.
- May be required to successfully complete a criminal background check.
- Ability to be on call.
- This position requires response to work be within 30 minutes from notification. (Personnel Policy 250.19, Subd. 5)
- All new hires and/or appointments require that they are subject to the Personnel Policy 250.03 & 250.04. This position is considered as Exempt status.
- Ability to use all computer management systems for Public Services Department and City of Waconia
- Proficient in the establishment of Work Zone and Flagger

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

- Public Works Certificate or Ability to obtain Public Works Certificate within five full semesters following date of hire.
- Class A CDL with Tanker and Air Brake Endorsements or ability to obtain within six (6) months of appointment, a Minnesota Class "A" Commercial Driver License (CDL) with Tanker and Air-Brake endorsements.
- Possess or ability to obtain within two (2) years a MPCA Level I Winter Maintenance Certification for Roadways, Sidewalk and Parking lot
- Possess or ability to obtain within two (2) years a Stormwater construction site Inspection certification.
- National Incidence Management System Training within 2 years of hire
- Confined Space/Shoring and Trenching Training within 2 years of hire

PHYSICAL DEMANDS:

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle or feel objects, tools or controls, and talk and hear. The employee will be required to walk, stand, reach with their hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste and smell. The employee must occasionally lift and or move material up to 75 pounds. Work with exposure to loud noises from operating equipment.

Specific vision abilities required of this position include close vision, distance vision, peripheral vision, depth perception, ability to distinguish colors and the ability to adjust and focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and confined spaces. The employee is occasionally exposed to extreme hot and cold as well as other types of inclement weather conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock and vibration. The employee will be required to use personal protective equipment under appropriate circumstances.

The noise level in the office area is usually moderate. The employee may be exposed to loud noises from operating equipment and machines in the shop area and under field conditions.

NON-DISCRIMINATION POLICY:

The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status regarding public assistance.